

HUMAN RESOURCES RECRUITMENT AND TRAINING COORDINATOR 265

This position involves performance of planning, developing and other technical duties in the Personnel Department. This position will be responsible for the development of recruitment and training strategies for attracting and retaining qualified candidates. Incumbent is responsible for assisting in interpreting and implementing Sullivan County personnel practices and policies and providing support services to County departments or local jurisdictions in the application and implementation of Civil Service rules and regulations. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a regular responsibility of this class. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and two (2) years of experience in Human Resources, in at least one Human Resources function including training and/or recruitment, or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates' Degree and four (4) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above.

SALARY: \$67,000.00

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

Applications accepted until position is filled.

EEO/AA Employer

M/F/D/V