

# HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Human Resources

POSITION TITLE: Human Resources Manager

SALARY RANGE: \$72,944 - \$91,980

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the administration of a personnel program for the City of Watertown to ensure that Human Resources (HR) best practices are established and in compliance with applicable federal and state labor laws. The incumbent is responsible for planning, developing and implementing personnel administration policies and programs including employee relations, employee benefits, FMLA, Workers' Compensation, safety, and training. The incumbent shall also participate in contract negotiations, long range staff planning, and shall oversee the administration of employee benefits for full-time employees and retirees. The Human Resources Manager works under the general supervision and direction of the City Manager with leeway to exercise independent judgment and decision making in carrying out the job duties and responsibilities. Incumbent performs related work as required.

MINIMUM QUALIFICATIONS: either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration or Human Resources Management and two year of leadership experience in human resources administration; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration or Human Resources Management and four years of experience in administration or management, two of which must include experience as described in A; or
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration or Human Resources Management and 6 years of experience in administration or management, two years of which must include experience as described in A; or
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and 8 years of experience in administration or management, two years of which must include experience as described in A.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 2/15/2024

Email [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) for a complete job description.