

**CITY OF WATERTOWN, CIVIL SERVICE COMMISSION**  
245 Washington Street, Room 205  
Watertown, New York 13601  
[www.watertown-ny.gov](http://www.watertown-ny.gov)

Issued: January 31, 2024

**ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR**  
**Human Resources Manager**  
**EXAM #86-718**

**FILING FEE:** \$15.00 non-refundable fee. Cash or check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are only accepted with online/electronic applications.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**TO BE HELD:** Saturday, **April 13, 2024**

**LAST FILING DATE:** Applications must be received no later than close of business **Sunday, March 10, 2024.**

**VACANCIES:** The list will be used to fill vacancies as they occur in the City of Watertown.

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

**DUTIES OF THE POSITION** 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. **A complete job description is available from the office of the Civil Service Commission.**

**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.

**SCOPE OF EXAMINATION:** There will be a written test which you must pass with a score of 70 or higher in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

- 1. Advising and interacting with others** - These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
- 2 Preparing written material-** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
- 3. Administering a negotiated labor agreement-** These questions test for a knowledge of labor/management issues relating to the administration of a negotiated labor agreement and the ability to interpret and apply the terms and conditions of the agreement. Questions may cover such areas as dealing with representatives of employee unions, employee grievances, disciplinary actions, arbitration, employee leave policy, performance evaluations, training, employee assistance programs, health and safety matters, layoff procedures, health insurance benefits, and salary adjustments.
- 4. Public personnel administration-** These questions test for knowledge of the principles and practices used in applying New York State, federal, and local laws, rules, and policies to situations encountered in planning and executing the personnel functions in a government agency. Questions may cover such areas as recruitment, selection, and placement; position classification; performance evaluation; and employee relations.

**CALCULATORS: The use of calculators is recommended** - Candidates are permitted to use quiet, hand-held battery or solar calculators. Devices with typewriter keyboards, spell checkers, PDA's, address books, language translators, dictionaries or any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:  
<https://www.cs.ny.gov/testing/testguides.cfm>.

## **GENERAL INFORMATION FOR CANDIDATES**

**HOW TO APPLY:** Applications may be obtained from and must be filed at the Watertown Civil Service Commission, Room 205 Municipal Building, 245 Washington Street, Watertown, New York. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. **Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification. Applications **will not be accepted** past the last filing date of the examination.

**APPLICATION FEE:** If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications. Please make sure you meet the minimum qualifications before applying to any examination. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**EXCEPTIONS TO FEE REQUIREMENT:** Application fees may be waived for any candidate who is either an unemployed head of household, receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net or Family Assistance from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

**VETERANS' CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an addition ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

**SPECIAL TEST DATE ACCOMMODATIONS/ SABATH OBSERVERS/ DISABLED CANDIDATES/ MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date. Please see back of application for further information and instruction.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

**ADMISSION TO EXAMINATION:** The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination.

**RATINGS REQUIRED:** Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

**ELIGIBLE LIST:** The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

**CONTACT THIS OFFICE AT 315-785-7733 OR [CIVLSERVICE@WATERTOWN-NY.GOV](mailto:CIVLSERVICE@WATERTOWN-NY.GOV) WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.**

THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: [www.watertown-ny.gov](http://www.watertown-ny.gov)