

# Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Personnel Analyst* **(INTERNAL POSTING)**

Division: Administration (Personnel)

Location: Main Campus, 110 Elwood Davis Road, Syracuse, NY

Duties: Maintains liaison with the local Civil Service Personnel office in such areas as position classification, personnel transactions and gathers job data to be analyzed and advises administration on related rules and regulations. Prepares reports and data. Assists in the administration of human resources programs. Supervises clerical employees involved in the personnel functions of the agency. Prepares and maintains personnel files and records. Supplies pertinent information to payroll including employees on leave, name and address changes, job title changes, and changes in employee exemptions. Assists in personnel selection by providing advice and oversight of canvassing and appointment procedures and candidate search methods. Such other duties as assigned.

Qualifications: Promotion: Two (2) years of permanent competitive class status as a Personnel Specialist.

Open Competitive: A. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree; or,

B. Four (4) years of paraprofessional or professional level work experience, or its part-time equivalent, two (2) of which must have been in personnel or human resources management.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the **Personnel Analyst** eligibility list.

Salary: Commensurate with experience

Starting Date: On or about August 19, 2022

Closing Date: August 12, 2022

**To apply, send cover letter and resume to:**

Personnel/Recruitment Office  
Onondaga-Cortland-Madison BOCES  
PO Box 4754, Syracuse, NY 13221  
Telephone: (315) 433-2638/Fax: (315) 433-2650

[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

**\*\*INTERNAL POSTING – OPEN TO CURRENT OCM BOCES EMPLOYEES ONLY\*\***

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