

NOW HIRING:

Human Resources Specialist



The City of Ithaca is now accepting applications for the position of Human Resources Specialist – Civil Service

Location: City of Ithaca, NY
Department: Human Resources
Classification: Competitive
FLSA Status: Exempt
Bargaining Unit: Management
Salary: \$81,241 - \$97,489

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of Human Resource Specialist. This position serves the Human Resources Department and reports directly to the Director of Human Resources.

Position Description: This is a professional human resources position responsible for one or more assigned areas of public sector human resources management, including civil service administration, classification, compensation, benefits administration, health and wellness programs, compliance, leave management, employee relations, recruitment, employer branding, marketing and advertising, workplace belonging and diversification, training and development, employee orientation, onboarding, and performance management.

To view the complete job description, visit: [Human Resources Specialist job description.docx](#).

Minimum Qualifications:

- A. Possession of a Bachelor's Degree and two (2) years of full-time paid professional experience, or its part-time paid equivalent, in human resources, including recruitment, job classification, compensation management, labor relations, benefits administration, training, performance management, employee relations, workforce belonging and diversification, or related human resources work; or
- B. Possession of an Associate's Degree and four (4) years of full-time paid professional experience, or its part-time paid equivalent, in human resources, including recruitment, job classification compensation management, labor relations, benefits administration, training, performance management, employee relations, workforce belonging and diversification, or related human resources work; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid professional experience, or its part-time paid equivalent, in human resources, including recruitment, job classification, compensation management, labor relations, benefits administration, training, performance management, employee relations, workforce belonging and diversification, or related human resources work; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

Appointment Status and Exam Requirement: This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

Residency Requirements: There are no residency requirements for this position.

Benefits: Refer to the [Fringe Benefits/Labor Contracts](#) webpage follow the link to access the [Benefits At a Glance & 2021 Fringe Benefits for Managerial Personnel](#).

Supplemental Information:

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to hr@cityofithaca.org.
- The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274 6539 or by email to hr@cityofithaca.org.

Application Materials Required:

- City of Ithaca application
- Copy of high school and college transcripts

Submit required application materials by October 16, 2024, to:

Web site: [\[https://ithaca-portal.mycivilservice.com\]](https://ithaca-portal.mycivilservice.com)

Attn: City of Ithaca

Human Resources Department

Applications must be received by the City of Ithaca Human Resources Department **no later than 4:30 PM EST** on the last filing date indicated above. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Ithaca is Gorges! We would love to have you on our team!



Issued: October 2, 2024