

Director of Workforce Development

The Department of Water Environment Protection (WEP) provides critical wastewater services to Onondaga County's Consolidated Sewer District. We are successful in our mission to protect local waterways and public health because of our dedicated and diverse workforce. WEP is looking for communicative, critical thinkers to join our team!

WHY US?

We are a dynamic county government committed to the well-being and safety of our employees. With a focus on innovation, collaboration, and excellence, we strive to create a work environment where employees thrive and contribute to the success of our community.

WHAT EXACTLY DOES A DIRECTOR OF WORKFORCE DEVELOPMENT DO?

This is an administrative position involving responsibility for the development, implementation and evaluation of the recruitment and training program for the Onondaga County Department of Water Environment Protection. The incumbent will develop and monitor programs designed to not only recruit, but also develop and train existing WEP employees in order to support the department's goal of a highly skilled diverse and inclusive work environment. Work is performed under the direct supervision of the Commissioner of Water Environment Protection with considerable latitude allowed for the exercise of independent judgment. Supervision is exercised over subordinate employees involved with the recruitment, training and safety of employees. This is an important role at WEP, and duties will include (but are not limited to):

- ❖ Develops and fosters relationships with outside agencies to assist in identifying qualified candidates to meet the staffing needs of the department.
- ❖ Develops, implements, and evaluates all plans for recruitment, training, and employee development opportunities.
- ❖ Reviews processes relating to recruitment and hiring and develops strategies to streamline and/or improve those processes.
- ❖ Develops and/or reviews internal and external communications relating to job opportunities with the department.
- ❖ Partners with other County Departments to identify and support staffing initiatives relating to workplace diversity.
- ❖ Provides supervision to a staff consisting of 1 Training Officer, 2 trainers, 1 Safety Director, and 1 recruiter.
- ❖ Oversees the training effort and, when necessary, conducts training for staff on a variety of subjects.
- ❖ Schedules and attends recruitment fairs as needed.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business, Public Administration or a closely related field and two (2) years of professional level work experience, or its part-time equivalent, in public administration involving policy and program development; **or, B.** Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate Degree in Business, Public Administration or a closely related field and four (4) years of professional level work experience or its part-time equivalent, in public administration involving policy and program development.

ANNUAL SALARY

\$98,664 - \$130,796

CIVIL SERVICE GRADE

MC/36

POSITION TYPE

Provisional

Candidate will initially be provisional and must take the corresponding Civil Service exam on April 5, 2025 (application deadline: February 18, 2025) and rank high enough for permanent appointment.

Full Time

35 hours/week

WEP DIVISION

Human Resources

BENEFITS

Paid Vacation & Sick Leave

13 Paid Holidays

Health & Dental Insurance

Vision Plan

NYS Retirement Benefits &

Retiree Healthcare

Flex Spending

Work-Life Balance

Professional Development

Opportunities

MORE ONLINE AT

ONGOV.NET/EBENEFITS



WEPRecruiting@ongov.net

ongov.net/WEP

Onondaga County is an Affirmative Action (AA) employer committed to Equal Employment Opportunities (EEO) for all persons.