



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

PERSONNEL & SAFETY TRAINER

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Personnel & Safety Trainer	1	\$34.17-\$37.79 per hour (Management Confidential)

***This title is being requested through the Hiring Emergency Limited Placement Program (HELP) of the NYS Department of Civil Service. If approved, candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.**

The work of this class involves the administration, evaluation, and improvement of training programs required for occupational health management. The incumbent is also responsible for development, scheduling and tracking of confidential drug and alcohol testing matters for County departments and Consortium members. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgement in developing effective means to accomplish program directives. A Personnel and Safety Trainer does related work as required.

Minimum Qualifications:

A) Possession of an associate degree and two (2) years of experience which included Occupational Safety and Health programming, staff development training or training in a closely related field and/or required the completion of an OSHA 10 hour course;

OR

B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience which included Occupational Safety and Health programming, staff development training or training in a closely related field and/or required the completion of an OSHA 10 hour course.

NOTE: Your degree 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/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possess and maintain an appropriate class driver's license.

All employees of Cattaraugus County are eligible to join the New York State and Local Retirement system. Permanent, full time employees have access to a rich Health Insurance plan with Dental and Vision, Teledoc access, tuition reimbursement, and paid time off.

Applications will be accepted up to October 8, 2025; you can apply online, or paper applications may be obtained from the Cattaraugus County Civil Service website at <https://www.cattco.org/human-resources/exam-job-app>.

Completed paper applications should be mailed to:

*Cattaraugus County Human Resources
303 Court Street
Little Valley, NY 14755*

Cattaraugus County is an Equal Opportunity Employer

Issued: 9/24/2025