NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**Director, Human Resources**
Salary:	**$100,000 - $120,000**
Bureau/Division:	**Administration/Human Resources**
Period:	**April 21, 2016 – Until filled**

JOB DESCRIPTION

The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as the full breath of its human resource function, procurement and payment responsibilities, facilities management and support services. A full-time professional staff of 760 employees work in eighteen diverse and highly complex bureaus and serve in dozens of occupational titles.

Under the direction of the Deputy Comptroller of Administration and afforded very wide latitude for independent judgment and decision making, the HR Director will be responsible for the day-to-day operations of the human resources department and related activity to advance professional and responsive polices and processes that secure and maintain a quality and respected workforce. Duties include, but are not limited to, the following:

- Administers/monitors the complete personnel process and transaction cycle from position statement, recruitment, selection, placement, onboarding, integration and engagement, advancement and service;

- Provides subject matter and interpretive expertise to all levels of employees on personnel policies and processes of the Comptroller's Office' internal human resource guidelines and procedures, the Personnel Rules & Regulations of the City of New York, Personnel Services Bulletins issued by the Department of Citywide Administrative Services (DCAS); and Collective Bargaining Agreements, and other relevant rules, regulations or documents affecting human resources administration; interacts with the Labor Relations Officer as needed;

- Formally reviews the classification of positions and determines the most appropriate titles for recruitment and appointment, compensation rates and other requirement for hires; promotions, title or salary changes as well as other personnel changes as required; works closely with budget office on monthly and quarterly plans;

- Collaborates with senior management to ensure human resources initiatives support agency strategies and goals; advises and makes recommendations to the Deputy Comptroller and the First Deputy Comptroller on all related matters;

- Recommends, and may assign or undertake, workforce planning studies on a myriad of personnel issues to stay abreast of the HR field; seeks new ideas and concepts critical to an evolving field;

- May provide career counseling to employees and supervisors, and

- Performs related assignments and projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college and seven (7) or more years of progressively responsible professional experience in Human Resource Management or a closely related field, eighteen (18) months of this experience must have been in an administrative or supervisory capacity; **or**

- MA/MS degree from an accredited college and five (5) or more years of progressively responsible experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Mastery of fundamental HR processes and policies expected; those of NYC government preferred;

- Demonstrated ability to identify core elements of an issue. A proven record of continuous professional growth and achievement expected;

- A record of seeking and embracing best practices of HR profession a plus.

- Exceptional interpersonal skills expected. This is critical in the context of the often sensitive nature of the interactions and communications which regularly occur with employees of all levels;

- Microsoft Office Suite proficiency expected.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE:	POST UNTIL:	JVN:
April 21, 2016	**Until Filled**	**015/016/080**

The NYC Comptroller's Office is an Equal Opportunity Employer