

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Human Resources Liaison</b>
<b>Salary:</b>	<b>\$45,000 - \$55,000</b>
<b>Bureau/Division:</b>	<b>Audit</b>
<b>Period:</b>	<b>March 20, 2017 – Until Filled</b>

### JOB DESCRIPTION

The Audit Bureau (Bureau) of the New York City Comptroller's Office is responsible for conducting audits, investigations and other analyses of City-funded operations in accordance with the New York City Charter to reduce the cost of City government and improve the quality of government services. The Bureau, comprised of 150 employees, performs performance and financial audits of City agencies as well as private organizations, public entities, and contractors doing business with the City, as well as private organizations operating concessions and franchises on City-owned property.

The selected candidate will act as a principal liaison to the Office of Comptroller's central Human Resources office in the Bureau of Administration and will assist in coordinating and supporting recruitment efforts and other HR related functions for the Audit Bureau. The responsibilities include, but are not limited to, the following:

- Provide administrative support to the Bureau by ensuring compliance with the current hiring procedures, and liaise with the agency's central HR office to coordinate bureau wide recruitment and staff movements;
- Review hiring packages for accuracy of information and for conformity with established HR policies and procedures before submission to central HR office;
- Coordinate with the central HR office to develop HR operational flow processes for the Bureau and promptly report accurate and up to date internal transfers / staff movements to be recorded in the agency's central database;
- Create analytical reports for the Bureau to assist with planning for and meeting the staffing needs by supplying accurate details on vacancies based on the approved head count data from the central HR office;
- Prepare analytical HR/recruitment reports; and compile data related to HR activities, conditions or initiatives;
- Assists Bureau employees, supervisors, and managers with queries related to HR matters by responding to in-person, telephone and email inquiries; and
- Other duties and special projects as assigned.

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### MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college and one (1) or more years of professional experience in Human Resource Management, labor research, industrial relations, employee benefit program evaluation, compensation analysis or a closely related field.
2. A satisfactory combination of Education and/or experience mentioned in “1” above

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### PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exposure to the fundamental HR processes and policies; those of NYC government preferred;
- The ideal candidate must demonstrate sound judgment when dealing with complex and sensitive organizational issues;
- Demonstrated experience handling and maintaining confidential data;
- Demonstrated interpersonal, communication and organizational skills; and
- Proficiency in Microsoft Office Suite applications including Word, Excel and Outlook.

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**TO APPLY, GO TO: Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> March 20, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/063
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**The NYC Comptroller’s Office is an Equal Opportunity Employer**