

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Human Resources Generalist
Salary:	\$57,000 - \$75,000
Bureau/Division:	Administration/Human Resources
Period:	June 18, 2014 – July 18, 2014

JOB DESCRIPTION

The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as procurement and payment responsibilities, facilities management, support services, and the full breadth of its human resource functions including payroll and time management. The Senior HR Generalist will assist in overseeing the personnel functions of the Comptroller's Office 760 full-time and part-time employees.

Under the direction of the Director, Human Resources, the Senior Human Resources Generalist responsibilities include, but are not limited to, the following:

- Classify positions and determine the most appropriate title for recruitment and appointment; prepare vacancy notices, review compensation rates and other requirements for hire, title and salary change as required;
- Serve as liaison for hiring managers to identify needs and assist in implementation of strategies to acquire qualified candidates, track success of recruitment efforts, strategize how to improve results, and maintain relationships with local colleges, universities and other relevant organizations;
- Oversee and process HR transactions, such as, new hires, employee leaves, and promotions; maintain and analyze HR data;
- Counsel new hires on City benefit packages and administer the welfare plan;
- Serve as the Employee Assistance Program (EAP) liaison between the Comptroller's Office and the Citywide EAP Program;
- Manage the probationary process for civil service list appointments, provide guidance to managers on civil service rules and regulations;
- Advise managers and staff on HR practices and policies; manage the employee exit process to include all separations;
- Act as a liaison with oversight agencies, including Department of Citywide Administrative Services (DCAS), New York City Employee Retirement System (NYCERS) and the New York City Automated Personnel System (NYCAPS);
- Assist in managing the Summer Intern program, including all activities related to recruitment, and on-boarding;
- Perform related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- BA/BS degree from an accredited college in human resources management, personnel administration, public administration, organizational behavior, industrial psychology, labor relations, human resources development, or a closely related field, and five (5) or more years of progressively responsible professional experience; **or**
- MA/MS degree from an accredited college and three (3) or more years of progressively responsible experience in the areas described above;

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- The successful candidate will reveal an excellent knowledge of general HR rules, guidelines and administration.
- Knowledge of collective bargaining agreements a plus.
- Exceptional interpersonal skills must be demonstrated. This is particularly important in the context of the often sensitive nature of the interactions and communications that regularly occurs with employees and managers.
- Previous experience regularly handling and maintaining confidential data is expected.
- Ability to multi-task and manage multiple priorities ideal.
- Excellent communication and coaching skills are required along with strong PC and quantitative skills. Good judgment and problem solving skills are essential.

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: June 18, 2014	POST UNTIL: July 18, 2014	JVN: <u>015/14/031</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer