

## NYC OFFICE OF THE COMPTROLLER

### JOB VACANCY NOTICE

<b>Title:</b>	<b>Human Resources Associate</b>
<b>Salary:</b>	<b>\$50,000 – \$65,000</b>
<b>Bureau/Division:</b>	<b>Administration / Human Resources</b>
<b>Period:</b>	<b>August 31, 2018 – Until Filled</b>

### JOB DESCRIPTION

The New York City Comptroller, an independently elected official, is the Chief Financial Officer of the City of New York. The mission of the Office is to ensure the financial health of New York City by advising the Mayor, City Council, and the public of the City's financial condition. 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 Human Resources (HR) Office oversees the personnel functions of the Comptroller's Office 760 full-time and part-time employees.

The responsibilities of the HR Associate include, but are not limited to, the following:

- Research the classification of positions and recommend the most appropriate title for recruitment and appointment; assist with the preparation of vacancy notices, review compensation rates and other requirements for hire, title and salary change as required;
- Assists with the processing of new hire paperwork and processing HR transactions using automated HR systems including NYCAPS, PMS, CHRMS, etc. and counsels new hires on City benefit packages;
- Assist with identifying hiring needs and implementation of strategies to acquire qualified candidates, track success of recruitment efforts, strategize how to improve results, and broaden relationships with local colleges, universities and other relevant organizations;
- Manages the probationary process for civil service list appointments; creates probation letters; provides guidance to managers on civil service rules and regulations; reviews probation reports from supervisors; and brings all instances of non-compliance to the attention of the HR team promptly;
- Compiles and maintains files of HR records and data; checks records for accuracy of information and for conformity with established policy and procedures; assists with the new employee onboarding process, employee exit process and compiles data related to agency wide HR surveys;
- Provides support to HR team; assists in managing the internship program, including all activities related to recruitment, and on-boarding of interns; and,
- Performs other related assignments and special projects as may be required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. MA/MS degree from an accredited college and three (3) or more years of progressively responsible experience in the areas described above; **or**
  2. 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 four (4) or more years of progressively responsible professional experience; **or**
  3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Previous experience regularly handling and maintaining confidential data is expected.
  - Excellent knowledge of general HR rules, guidelines and administration; specific to NYC government.
  - Demonstrated experience in position classification, job analysis, and HR data analytics in a complex civil service setting.
  - Knowledge of collective bargaining agreements.
  - Self-motivated, detail oriented and well organized.
  - Ability to multi-task and manage multiple priorities; good judgment and problem solving skills are essential.
  - Excellent interpersonal, communications and organizational skills must be demonstrated, including Microsoft Office Suite proficiency.
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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> August 31, 2018	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/019/020
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**The NYC Comptroller's Office is an Equal Opportunity Employer**