

# NYC OFFICE OF THE COMPTROLLER

## JOB VACANCY NOTICE

<b>Title:</b>	<b>Human Resources Generalist</b>
<b>Salary:</b>	<b>\$50,000 - \$65,000</b>
<b>Bureau/Division:</b>	<b>Administration/Human Resources</b>
<b>Period:</b>	<b>April 26, 2017 – Until filled</b>

### 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. The HR Generalist will assist in overseeing the HR functions of the Office's 760 full-time and part-time employees.

The Human Resources Generalist responsibilities include, but are not limited to, the following:

- Assist with identifying hiring needs and 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;
- Research the classification of positions and recommend 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;
- Process HR transactions, such as, new hires, employee leaves, and promotions; maintain and analyze HR data using automated HR systems including NYCAPS, CHRMS, PMS and PRISE;
- Manage the probationary process for civil service list appointments, provide guidance to managers on civil service rules and regulations; counsel new hires on City benefit packages;
- Play a lead role in the new employee onboarding process;
- Advise managers and staff on HR practices and policies; manage the employee exit surveys for all separations;
- Assist in managing the internship 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 three (3) or more years of progressively responsible professional experience; **or**
- MA/MS degree from an accredited college and two (2) or more years of progressively responsible experience in the areas described above;

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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- The successful candidate will reveal an excellent knowledge of general HR rules, guidelines and administration.
  - Previous experience regularly handling and maintaining confidential data is expected.
  - 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.
  - Knowledge of collective bargaining agreements a plus.
  - Ability to multi-task and manage multiple priorities; good judgment and problem solving skills are essential.
  - Excellent communication skills are required along with strong PC and quantitative skills.
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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> April 26, 2017	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/017/073
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**The NYC Comptroller's Office is an Equal Opportunity Employer**