

**City of New York
BUSINESS INTEGRITY COMMISSION
Job Vacancy Notice**

Civil Service Title: COMMUNITY ASSOCIATE		
Title Code No: 56057	Salary: \$42,000 - \$52,000	
Office Title: Human Resources Generalist	Work location: 100 Church St., N.Y.	
Division/Work Unit: Human Resources	Number of Positions: 1	
Job Description		
<p>Under supervision of the Director of Human Resources, with latitude for independent judgment and initiative, perform all aspects of personnel functions, including but not limited to, the areas of timekeeping, payroll processing, filing, interviewing candidates, and updating personnel records and information. The candidate must have working knowledge of the City's personnel rules and regulations and civil service title classifications. Candidate will be required to work on projects as needed.</p>		
Qualification Requirements		
<p>1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or</p> <p>2. Education and/or experience which is equivalent to "1" above.</p> <p>*Please Note: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.</p>		
Essential Skills		
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of CHRMS PMS, NYCAPS and CityTime <input type="checkbox"/> Knowledge of City's personnel rules and regulations and civil service titles <input type="checkbox"/> Excellent working knowledge in computer applications including Microsoft Office Suite <input type="checkbox"/> Strong organizational skills <input type="checkbox"/> Self-motivated 		
To Apply:		
<p>City employees: https://a127-ess.nyc.gov/psp/prdcss/?cmd=login</p> <p>Non-City candidates: https://a127-jobs.nyc.gov/</p>		
<i>Appointments are subject to Office of Management and Budget (OMB) approval.</i>		
Post Date: 10/13/2015	Post Until: Filled	JVN: 831-15-114

The City of New York is an Equal Opportunity Employer.