

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: \$65,000-\$75,000 Frequency: ANNUAL
Business Title: Senior Human Resources Generalist	Work location: Rikers Island East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 185293	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is seeking to recruit a Senior Human Resources Generalist to oversee and manage the Human Resources Satellite office on Rikers Island. Under executive direction and with latitude to exercise independent judgment, the Sr. HR Generalist will perform a variety of tasks and supervise the work of employees and volunteers assigned to the satellite office. The incumbent will oversee daily interactions and personnel services provided to departmental employees; identify, introduce and implement best HR practices and processes; ensure prompt evaluation, review and response to all employee concerns and inquiries; manage the administration of and adherence to human resources policies and procedures; facilitate benefits administration; provide vital personnel information to employees; facilitate soft skills training; participate in initiatives to improve the overall effectiveness of the human resources processes; lead specific improvement initiatives; coach and mentor less experienced staff; perform special projects as required; provide payroll and timekeeping support; refer employees to sources of information; review confidential employee documents; assist employees with navigating the DOC/CityTime/NYCAPS/ESS websites; and perform related duties as assigned.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above.

Preferred Skills

Strong analytical, interpersonal, problem-solving, oral and written communications skills.
Ability to effectively multi-task and prioritize, exercise discretion and manage confidential information.
Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) proficiency.
Strong Knowledge of Payroll, Timekeeping, Benefits Administration, and general Human Resources policies and procedures.

Residency Requirements

New York City residency is generally 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. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#:185293.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 185293

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 02/26/2015	Post Until: 03/04/2015
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The City of New York is an Equal Opportunity Employer