

FULL TIME POSITION: HUMAN RESOURCES SPECIALIST

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description:

The Human Resources Specialist will work closely with the Executive Director of Human Resources to develop and execute the strategy, programs, and key initiatives to support the staffing and human resources-related needs of more than 300 employees. The Human Resources Specialist will provide a full range of HR support and program implementation activities across multiple functions including recruitment, compensation, employee relations, HRIS and special projects as needed.

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

Specific Responsibilities:

- Assist with the recruitment process 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
- Assists with the establishment of training programs and policies that addresses the agency's training needs including needs assessment, management development, and the measurement of training impact.
- Manage agency special events such as employee recognition program, speaker series, cultural celebrations
- Manage the Summer Intern program, including all activities related to recruitment, job fairs and on-boarding
- Perform HR related assignment and special projects as required

Preferred Skills:

- Preferred degree in Human Resources Management
- Strong work ethic, attention to detail, and ability to complete tasks in a timely fashion with limited supervision
- Strong organizational and project management skills
- Outstanding presentation, writing, and communications skills
- Excellent MS Word, MS Excel, MS PowerPoint, MS Visio, and MS Outlook skills
- Track record of successful human resources management
- Ability to work well in a fast-paced environment
- Ability to maintain confidentiality
- Familiarity with New York City's Civil Service Process, a process guided by the New York State Civil Service Law a plus
- Knowledge of the New York City's Automated Personnel System (NYCAPS) a plus

Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: **Specialist, Human Resources to: careers@sbs.nyc.gov**



ALSO Apply:

- **For Non-City/External Candidates:** Visit the [External Applicant NYC Careers site](#) and apply for this position by entering **Job ID: 255516**
- **For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities > Careers, and search for the specific **Job ID: 255516**

Salary for this position is **\$50,000-\$60,000**

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038