

**The City of New York
Office of Administrative Trials and Hearings
Job Vacancy Notice**

Civil Service Title: Principal Administrative Associate	Level: I	Title Code No: 10124
Office Title: HR Specialist	Salary: \$47,418 - \$60,000	
Division/Work Unit: Administration/Human Resources	Number of Positions: 1	
Work location: 100 Church Street New York, New York	Hours/Shift: Full Time	

ABOUT OATH:

The City of New York's Office of Administrative Trials and Hearings (OATH) is the nation's largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City's central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.

JOB DESCRIPTION:

The Office of Administrative Trials and Hearings is seeking to hire one (1) Principal Administrative Associate Level I to serve as Human Resources Specialist. The HR Specialist will play a vital role within the OATH's Human Resources Department by assisting with recruitment and employee services activities.

Under the direction of the Recruitment Director, the HR Specialist will be responsible for: assisting with the review and processing of PARs for new hires, promotions, salary adjustments and title changes; creating job postings in NYCAPS; assisting with the posting of jobs on social media sites; scheduling virtual and in-person interviews; extending job offers to candidates selected; assisting candidates with the completion of paperwork; collaborating with departmental managers on hiring needs; updating personnel action tracking and address reports; communicating with various city agencies on interagency transfers of employees; assisting with civil service actions, such as, hiring pools, and DP72s; providing information on health benefits and coverage, the Management Benefits Fund, and union coverage to employees seeking assistance; receiving and processing resignations; responsible for maintaining the agency's personnel folders, including, ensuring confidentiality, creating personnel folders for new hires and preparing Traveling Personnel Files (TPFs); assisting with orientation for new hires; sending notifications of employees' separations to appropriate OATH divisions and ensuring access to email and building are promptly disabled. The HR Specialist may be called upon to assist with other tasks within the human resources department.

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE:

1. A Baccalaureate Degree from an accredited college or university and three years of satisfactory, fulltime progressively responsible clerical or administrative experience, at least one year of which must have been administrative experience or experience supervising staff performing clerical work of more than moderate difficulty; or
2. An Associate Degree or 60 semester credits from an accredited college or university and four years of satisfactory, full-time progressively responsible clerical or administrative experience including one year of administrative or supervisory experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, fulltime progressively responsible clerical or administrative experience including one year of administrative or supervisory experience as described in "1" above; or
4. Education and/or experience which is equivalent to "1", "2" or "3" above. Education above the high school level may be substituted at the rate of 30 semester credits from an accredited college or university for 6 months of experience, up to a maximum of 3½ years. However, all candidates must possess one year of administrative or supervisory experience as described in "1" above

PREFERRED SKILLS:

- Human resources experience, including, recruitment and benefits
- Knowledge of citywide personnel policies and procedures
- Knowledge of civil service process including calling lists, and the DP-72 process
- Ability to develop, produce and maintain HR actions tracking reports
- Excellent organizational and communication skills
- Excellent time management skills with a proven ability to meet deadlines

To Apply:

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

NOTE: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

JVN: 820-2022-556930/85	Post: Until Filled	Post Date: 10/20/22
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OATH and the City of New York are Equal Opportunity Employers