



## COMMISSION ON HUMAN RIGHTS

### JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: COMMUNITY COORDINATOR</b>	<b>LEVEL: 00</b>
<b>TITLE CODE NO: 56058</b>	<b>SALARY: \$56,229-\$75,900</b>
<b>OFFICE TITLE: HUMAN RESOURCES GENERALIST</b>	<b>WORK LOCATION: 22 READE STREET, 2<sup>ND</sup> FLOOR NEW YORK, NY 10007</b>
<b>HOURS/SHIFT: DAY, 9AM-5PM; ON OCCASION, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.</b>	

#### Job Description

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

The NYC Commission on Human Rights’ Human Capital Division is building their Human Resources department for their growing agency. We seek a Human Resources Generalist to join our Human Capital team.

Human Resources Generalist will report to the Director, Human Capital and provide support to the day-to-day operations of the Human Resources (HR) Department.

#### Job Description:

- Accurately process bi-weekly payroll transactions.
- Reviews payroll reports for accuracy.
- Monitors and processes additions to base pay (RIPs, longevity, salary differentials, experience differentials) and tracks anniversaries and employee eligibility for incumbent rate / compensation changes.
- Processes supplemental payroll; adjust final paychecks, processes necessary reports

and transactional forms and data.

- Creates permanent payroll records in NYCAPS and PMS.
- Maintains the agency's employee headcount/roster
- Generates and compiles monthly reports from various sources including but not limited to PMS, CityTime, PRISE, NYCAPS and CHRMS
- Processes the agency's yearly W-2 distribution and employee inquiries
- Processes and monitors Workers' Compensation actions (claims forms, grants, etc.)
- Manages full cycle recruitment activity; conducts new hire pre-screening interviews, coordinates finger printing, start dates, etc.
- Assists with recruitment activities such as posting positions in NYCAPS, external sites, onboarding candidates in NYCAPS and printing/emailing resumes to hiring managers. Conducts new hire orientation and CityTime training.
- Processes Personnel Action Request (PAR) for job postings, job offers, transfers (DP72), separations and promotions.
- Creates and maintain Organizational Charts.
- Updates and maintains HR reports (staffing, headcount roster and probationary)
- Serves as Financial Disclosure Liaison. Determines who is required to file a Conflict of Interest Board (COIB) and Department of Investigation (DOI) Disclosure Report. Coordinates annual financial disclosure filing.
- Serves as NYC Gives Coordinator.
- Manages the Annual and Probationary Employee Performance Evaluation Program; prepares correspondence and tracking reports, assists in the preparation of Tasks and Standards, monitors probationary periods for permanent, provisional and non-competitive employees.
- Serves as back-up for timekeeping activities (sends email reminders, perform Citytime actions /approvals including leave request, time punches and sick leave request, DCD enrollment, creating schedules).
- Assists the Director regarding matters involving employee misconduct and work performance, grievances and related labor management matters.
- Performs all duties as needed to advance the work of the HR department.

### **Qualification Requirements**

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; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

### **Preferred Skills**

- 3-5 years' experience in processing payroll and utilizing PMS and CHRMS
- Working knowledge of NYC Personnel Rules and Regulations, and internal Citywide systems including, NYCAPS, PMS, CHRMS, PRISE and CITYTIME.

- Strong analytical, research and written communication skills.
- Ability to perform effectively under time sensitive deadlines while maintaining the highest level of patience and confidentiality.
- Proficiency in Excel, MS Word and Outlook.
- Professional demeanor and proficiency in customer service. Strong relationships with organizations and groups serving diverse communities in the City and five years' experience working with some of the following people and communities: immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories.
- Must be well organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL.

### **To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID #: 249947

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #: 249947

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.**

**\*\*NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. \*\***

**New York City Residency is Required Within 90 Days of Appointment.**

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.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN  
EQUAL OPPORTUNITY EMPLOYER**

POST DATE: 7/15/2016

POST UNTIL: FILLED