



**COMMISSION ON HUMAN RIGHTS**

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE: PRINCIPAL ADMINISTRATIVE ASSOCIATE -LEV 3 FLSA E</b>	<b>LEVEL: 03</b>
<b>TITLE CODE NO: 10124</b>	<b>SALARY: \$53,047 – \$81,068</b>
<b>OFFICE TITLE: SR. HUMAN RESOURCES GENERALIST</b>	<b>WORK LOCATION: 22 READE STREET, 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**

**\*\*OPEN ONLY TO EMPLOYEES WHO ARE CURRENTLY SERVING A PERMANENT PRINCIPAL ADMINISTRATIVE ASSOCIATE. YOU MUST CLEARLY STATE YOUR CIVIL SERVICE STATUS ON YOUR RESUME OR COVER LETTER. ALL OTHER CANDIDATES WILL NOT BE CONSIDERED. \*\***

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 Junior Human Resources Generalist to join our Human Capital team.

Senior 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:**

- 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 Financial Disclosure Liaison. Determines which employees are required to file a Conflict of Interest Board (COIB) and Department of Investigation (DOI) Disclosure Reports. Coordinates annual financial disclosure filing.
- Conducts new hire pre-screening interview.
- Conducts new hire orientation and CityTime training.
- Creates and maintain Organizational Charts.
- Updates and maintains HR Reporting (staffing, headcount roster and probationary)
- Process PARs for job postings, job offers and promotions.
- Maintains Training & Development Tracking Log.
- Tracks HR Performance Indicator Report and coordinates and tracks training and development programs/activities for staff.
- Collaborates with DCAS regarding the development of civil service examinations for Department specific and City-wide titles.
- Acts as Career Counselor advising employees of scheduled examinations and other career opportunities.
- Assists the Director regarding matters involving employee misconduct and work performance, grievances and related labor management matters.
- Assists with recruitment activities such as posting positions in NYCAPS, external sites, onboarding candidates in NYCAPS and printing/emailing resumes to hiring managers.
- Perform all duties as needed to advance the work of the HR department.

### **Qualification Requirements**

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

### Preferred Skills

- 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 and organizational skills. 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 #: 250229

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #: 250229

**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: 7/28/2016

POST UNTIL: FILLED