



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: STAFF ANALYST	LEVEL: 02
TITLE CODE NO: 12626	SALARY: \$56,458 - \$72,310
OFFICE TITLE: SENIOR HUMAN RESOURCES GENERALIST	WORK LOCATION: 22 READE STREET, NEW YORK, NY 10007
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.	

Job Description

****OPEN ONLY TO EMPLOYEES WHO ARE CURRENTLY SERVING A PERMANENT STAFF ANALYST. 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 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 Juris Doctor degree from an accredited law school; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor 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.

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 and search for Job ID #: 249864

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 249864

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