



COMMISSION ON HUMAN RIGHTS

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: COMMUNITY ASSOCIATE	LEVEL: 00
TITLE CODE NO: 56058	SALARY: \$34,644-\$57,655
OFFICE TITLE: JUNIOR HUMAN RESOURCES GENERALIST	WORK LOCATION: 22 READE STREET, 2ND FLOOR 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

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.

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

Job Description:

- Assists with workforce; screen minimum qualifications for identified hires (i.e. verify attorney hires have admission to bar and are in good standing via eCOURTS)
- Conducts new hire pre-screening interviews (review CPD, confirm citizenship, ensure residency requirements are met, complete I-9 forms and collect supporting documents and make copies, review original certifications and educational documents and make copies)

- Tracks and monitors PAR Report (Hiring plan vacancies, identified candidates, PAR submission, OMB/PAR approval receipt, start dates, etc.)
- Assists in maintaining Staffing Report; tracks and monitors agency headcount in Excel (new hires, rehires, transfers from other agencies, and on-loan employees for headcount report; assist in the preparation of agency reports)
- Prepares new hire orientation packets
- Prepares department forms and maintain HR shared drive
- Tracks and monitors Probationary Tracking Log
- Tracks and monitors Performance Evaluation Log
- Processes rejection letters for non-selected candidates
- Serves as Internship Coordinator including but not limited to Public Service Corp, DCAS Summer Internship Program; post job vacancies on external job boards, NYCAPS and trade outlets.
- Assists with recruitment activity; processes job posting positions in NYCAPS and external sites (Colleges, Law schools, Trade, etc.)
- Assists in creating and maintaining Org Charts
- Serves as back-up COIB Liaison
- Prepares confidential reports from NYC personnel databases including CHRMS, RMDS, PMS and NYCAPS
- Assist Director of Human Capital on coordinating employee benefit events (Seminars, lunch hour brown paper bag activities, etc.)
- Maintain all personnel files
- Work on special projects as needed
- Perform 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

- Excellent attention to detail.
- Strong people skills and leadership 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.
- Must be well organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- 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.
- Familiarity with the NYCHRL.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID #: 249954

For all other applicants: Go to www.nyc.gov/careers and search for Job ID #: 249954

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