POSITION AVAILABLE

<table>
<thead>
<tr>
<th>Office Title:</th>
<th>Human Resources Generalist</th>
<th>Civil Service Title:</th>
<th>Principal Administrative Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>3</td>
<td>Salary Range:</td>
<td>$58,695 - $70,000</td>
</tr>
<tr>
<td>Division / Work Unit:</td>
<td>Human Capital</td>
<td>Number of Positions:</td>
<td>1</td>
</tr>
<tr>
<td>Job ID:</td>
<td>534863</td>
<td>Hours / Shift:</td>
<td>Mon – Fri (9am – 5pm)</td>
</tr>
<tr>
<td>Position Status:</td>
<td>Full-Time / Permanent</td>
<td>Application Deadline:</td>
<td>Until Filled</td>
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</tbody>
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THE AGENCY
The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and by sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) to catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the $1.0 billion Neighborhood Development Fund, geared toward ensuring growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION
The Human Capital Division acts as a strategic business partner and consults with all employees and managers on human resources functions and issues for a 350-person agency. Human Capital handles various day to day human resources operations including payroll, timekeeping, benefits, recruiting, employee services, professional development, employee engagement and experience, as well as other related topics.
THE ROLE
The Department of City Planning is seeking to hire an experienced, talented, and highly motivated individual to serve as a Human Resources Generalist within the Human Capital (HC) Division. Under the direction of the Deputy Director of Human Capital, the Human Resources Generalist will work to ensure that all operational goals and procedures are identified and met.

The Human Resources Generalist is responsible for the day-to-day personnel operations, including, but not limited to:

- Processing new hires, transfers and promotions in compliance with citywide requirements and DCAS policies
- Managing full-cycle recruitment within NYCAPS eHire
- Tracking recruitment data
- Performing candidate qualification reviews for civil service titles
- Conducting new hire orientation and providing on-going support to new staff
- Processing leaves of absences, suspensions and terminations
- Providing information and support on all HC-related inquiries from staff and managers
- Providing employees with information pertaining to citywide policies and agency-specific rules and regulations
- Processing civil service transactions
- Providing information and assistance to agency management and staff on the Civil Service Process, including clarifying policies and procedures governing Civil Service exams, the establishment of lists and regulations affecting appointments
- Providing employees with general information on pension system (NYCERS), health benefits, deferred compensation plans, flexible spending programs and Commuter Benefits Programs
- Serving as the agency’s Conflict of Interest Board (COIB) and Department of Investigation (DOI) liaison
- Generating routine HR-related reports to ensure data integrity
- Completing employee verification requests
- Providing support and serve as back-up to other members of the HC team
- Assisting with special projects and performing other duties, as assigned

PREFERRED SKILLS:
Must demonstrate competency and/or history of consistent quality performance in the following areas:

- 3-5 years of human resources experience within NYC government
- Strong knowledge of payroll, timekeeping, personnel, benefits administration, and general human resources policies and procedures.
- Experience working with City HRIS systems and applications, such as NYCAPS, PRISE, PMS, CHRMS, RMDS, and CityTime
- Excellent verbal and written communication skills, including the ability to interface with all levels at the agency
- Strong analytical and computer skills (Microsoft Office Suite)
- Detailed oriented with the ability to multi-task and work both independently and as part of a team
- Ability to maintain a high level of discretion and confidentiality

MINIMUM REQUIREMENTS:
Authorization to work in the United States is required for this position. NYC Department of City Planning does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.
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.

TO APPLY: All applications must be submitted through the NYC Careers / ESS Website

City Employees – Click here to apply directly
1. Log in to ESS.
2. Search for job ID number: 534863
3. Click on the job business title: Human Resources Generalist
4. Click on “Apply Now” at the bottom of the posting

Non-City Employees – Click here to apply directly, or visit: https://www1.nyc.gov/jobs/ and follow the steps below:
1. Search for job ID number: 534863
2. Click on the job business title: Human Resources Generalist
3. Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

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.

PLEASE NOTE: 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 a Human Capital representative.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.