

HUMAN RESOURCES SPECIALIST, NFWB

DISTINGUISHING FEATURES OF THE CLASS: The primary focus for the position is to provide specialized support in the area of human resource management which requires dealing with contractual employee benefits, state and local civil service rules and regulations, and human resource policies and procedures. Responsibilities include a variety of application and employee benefit processing duties, including coordinating personnel actions with outside agencies to ensure civil service compliance, processing health insurance enrollments and changes, paid leave accruals, providing information to department heads, union officials, other city employees, and agencies under the jurisdiction of the local Commission on appropriate human resource and civil service procedures and requirements, preparation of the EEO-4 report and MWBE/SDVOB quarterly reports, as well as performing a variety of clerical and support activities in the department. Human resource activities are performed under the administrative supervision of the Director of Administrative Services with considerable latitude allowed for the exercise of independent judgment in analyzing problems and rendering services. General supervision is received from the Director of Administrative Services. The Human Resources Specialist, NFWB acts for and in place of the Director of Administrative Services in the Director's absence. Does related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Prepares and maintains employment records related to hiring, transfers, promotions and terminations for conformity and compliance with policy and legal requirements;
Interprets Civil Service law and Rules for the NFWB as they apply to human resources policies, procedures and actions;
Acts as a consultant on human resource policies, procedures, laws/rules, contracts and other standards to new and existing employees;
Consults with managers/hiring teams on all hiring processes to ensure positive outcomes and compliance with Civil Service Law and Rules;
Participates in the recruitment of job candidates by preparing job posts, reviewing candidate qualifications, reference checks and completion of all necessary paperwork;
Applies and interprets provisions of labor contracts;
Assists in job audits and preparing job specifications;
Reviews and processes all personnel change/action forms and requests to determine compliance with contracts and civil service laws, and rules;
Prepares a variety of correspondence, forms, documents, and reports pertaining to the human resource and civil service function, including, but not limited to: job vacancy postings, semi-annual EEO-4 report, quarterly MWBE/SDVOB and FOIL requests;
Coordinates new employee orientations;
Addresses any employment relations issues, such as work complaints and harassment allegations;
Operates various office machines and equipment such as computer data entry equipment, typewriter, calculator, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Civil Service Law and Local Rules; good knowledge of the principles and practices of human resource administration; good knowledge of the principles and practices of labor relations and local labor agreements; problem-solving skills; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships; good knowledge of office terminology, procedures and equipment; good knowledge of business math and English; initiative; resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public/Business Administration, Industrial or Labor Relations, Human Resource Management, Education or a closely related field and two (2) years of full-time paid professional human resources experience, or its part-time equivalent. Such experience must have included experience in job classification, job evaluation, salary administration, labor relations, or public sector human resources or civil service administration;

OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a field related to human resources and four (4) years of full-time paid professional human resources experience, or its part-time equivalent. Such experience must have included experience in job classification, job evaluation, salary administration, labor relations, or public sector human resources or civil service administration;

OR

C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTES: Desire possession of certification with either:

- Society of Human Resource Management (SHRM)
SHRM-CP (certified professional)
SHRM-SCP (senior certified professional)

OR

- HR Certification Institute (HRCI)
PHR (Professional in Human Resources)
SPHR (Senior Professional in Human Resources)
GPHR (Global Professional in Human Resources)
HRMP (Human Resource Management Professional)
HRBP (Human Resource Business Professional)