



JOB POSTING #219

PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
Management/Confidential Employment Opportunity

Date of Posting: April 30, 2021

Position(s): Senior HR Generalist – Human Resources
Monday – Friday
(Resignation)

Location(s): Academy Park

Requirements: Appropriate examination for this title is required for permanent appointment. For additional information and to apply for current Civil Service exams visit: <https://jobs.albanyny.gov/exams>

Salary: \$50,000.00

Deadline for Applying: May 14, 2021 at 4:00 pm

General Statement:

Under the supervision of the Assistant Human Resources Administrator, the incumbent is primarily responsible for processing the day-to-day routine transactions for the Human Resources Office. Duties include the oversight of the recruiting process, management of personnel transactions, problem-solving routine questions and supporting other human resources department initiatives. Supervision is not typical of this class.

Minimum Qualifications:

- A.** Graduation from a regionally accredited or New York State college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Human Resource Management, Business or Public Administration and two (2) years of full-time paid experience in a professional office setting; **OR**
- B.** Graduation from a regionally accredited or New York State college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and four (4) years of full-time paid experience in a professional office setting.

Responsibilities:

- Develops, organizes and implements innovative recruiting strategies to increase workforce diversity;

- Oversees vacancy posting processes and procedures;
- Provides oversight for the hiring of all district personnel including substitutes and home tutors;
- Organizes the District’s participation in selected recruitment fairs;
- Support human resources staff to resolve routine human resources problems, interpret policies and procedures and recommends effective courses of action;
- Trains staff on human resources systems and processes, including but not limited to HR/Payroll systems, recruiting, onboarding and exiting;
- Audits employee files and systems to ensure accurate data processing;
- Supports the maintenance and management of the HRIS;
- Reviews attendance records, approves/denies requests and manages the district’s absences management system;
- Verifies credentials of newly hired teachers, and assists with the ongoing credentialing process for teacher certifications;
- Coordinates new employee orientation in collaboration with the Assistant Human Resources Administrator;
- Develops training programs for all-district staff on Human Resources processes and procedures;
- Supports retention activities that retain qualified personnel;
- Coordinates the hiring of summer school personnel with the summer school coordinators;
- Creates written documentation for use as training materials and process guides;
- Creates reports, audits data and analyzes trends;
- Supports district training initiatives and professional development activities;
- May participate in personnel matters;
- May prepare job descriptions;
- Assists the Human Resources Administrator/Assistant Human Resources Administrator in a variety of other Human Resources duties;
- Performs related work as required.

How to Apply

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

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