

# CITY OF PORT JERVIS, NEW YORK



## **Notice of ANTICIPATED Vacancy**

**Title:** Part-Time Human Resources Coordinator

**Vacancy No:** 2411

**Appointment Effective:** Once interviews have been completed.

**Type of Appointment To Be Made:** *Competitive – Civil Service Tested Position*

**Salary:** \$35.00/Hour

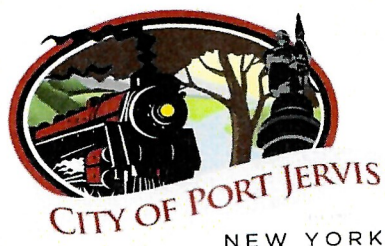
### **GENERAL STATEMENT OF DUTIES:**

Under the general supervision of the Mayor, this position is responsible for coordinating the overall administration, and evaluation of the human resources functions for the City. Performs related work as required.

### **EXAMPLES OF WORK:**

1. Annually reviews and makes recommendations to executive management for improvement of the agency's policies, procedures and practices on personnel matters.
2. Acquires and maintains up-to-date knowledge of employment legislation and best practices in the human relations field. Is responsible for City's compliance with federal and state legislation pertaining to all personnel matters.
3. Communicates changes in City personnel policies and procedures and ensures proper compliance is followed.
4. Facilitates City employee mandatory training events.
5. Assists the Mayor in preparing for and conducting annual performance reviews for all staff; Administers City collective bargaining agreements and the non-bargaining unit salary and benefit program.
6. Consults with legal counsel as appropriate, or as directed by the Mayor, on personnel matters.
7. Investigates complaints and works collaboratively with the Labor Law Attorney and Corporation Counsel on employee disciplinary matters.
8. Participates in collective bargaining negotiations and maintains collective bargaining agreements.
9. Works directly with department heads to assist them in carrying out their responsibilities on personnel matters.

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10. Recommends, evaluates and facilitates training and professional development programs for the City.
11. Develops and maintains a secure system for maintaining confidentiality of all personnel records, including what certifications, trainings and tests are required of each employee, which such certifications, trainings and tests have been taken, on what dates, and the results of these; issues reminders to employees and their supervisors of what certifications, trainings and tests are due.
12. Periodically performs internal audits on employee benefits, paychecks, paystubs, compensatory time and deductions as necessary
13. Posts job vacancies; receives, maintains and reviews job applications; obtain background checks for applicants; check references; schedule pre-employment medical exams.
14. Participates in pre-employment and promotional interview process.
15. Develops and administers new employee orientation program.
16. Facilitates and schedules pre-employment and random alcohol and drug testing policies and procedures
17. Facilitates referrals to and coordinates with Employee Assistance Program.
18. Coordinates with Finance Dept. and Workers' Compensation carrier to facilitate City's Workers' Compensation Program.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:**

Thorough knowledge of understanding of municipal functions and operations inter-relationship of federal, state, and local governments; project management experience; ability to plan and organize data; ability to maintain effective working relationships; ability to communicate effectively both orally and in writing; good judgment and initiative.

## **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

- Thorough knowledge of the principles, practices and methods of Human Resources;
- Thorough knowledge of the organization and conduct of activities;
- Good knowledge of the methods and procedures involved in the administration of personnel practices and employment policies and procedures;
- Ability to supervise, train and evaluate personnel; ability to develop data in the preparation of reports;



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- Ability to present ideas effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships with city officials, administrators, other employees and the general public, including persons of various social and economic backgrounds;
- Ability to evaluate program effectiveness and assess needs;
- Thoroughness and dependability, courtesy, tact, good judgment, physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS: Either;**

- A. Graduation from a recognized college or university with either a Master's Degree in Human Resource Management or Public Administration or closely related field, and a minimum of two (2) years of human resource management or related field involving public sector and/or unionized employment; or;
- B. Bachelor's Degree in Human Resource Management, Public Administration or closely related field and a minimum of three (3) years of human resource management or related field involving public sector and/or unionized employment; or;
- C. A minimum of five (5) years of human resource management experience to include supervision involving public sector and/or unionized employment.


Benefits: N/A as this is a part-time position.

**Person(s) interested in applying for the above position are to submit a Civil Service application, resume, along with three letters of personal reference and sent to:**

Darla S. Schields, Human Resources Coordinator  
Port Jervis City Hall  
20 Hammond Street  
Port Jervis, NY 12771

City of Port Jervis Approval: The above-described position is hereby approved and funded and notice of such vacancy is to be posted in all buildings in the Port Jervis City Hall on October 16, 2024.

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Dominic Cicalese  
Mayor

**The City of Port Jervis Is An Equal Opportunity Employer**

Application Deadline: \_\_\_\_\_ November 8, 2024 \_\_\_\_\_