


Office of the Mayor
HUMAN RESOURCES
Human Resources Representative
JOB NUMBER: 16463

The Human Resources Office is seeking a talented individual who can be strategically aligned with the operations of the Mayor's Office, as well as provide vital workforce tools and counsel to our staff. The incumbent will help drive a workplace environment that enables staff to both succeed in their jobs and observe the impact of their contributions.

JOB RESPONSIBILITIES: The Human Resources Representative will support the day-to-day operational procedures and processes related to being a strategic partner with units, advancing and promoting employee-centered initiatives, leveraging best practices, learning and development, fostering a diverse and inclusive environment, and serving as a resource across all units. Specific duties include:

- Monitor the MOM workflow to ensure the adjudication of personnel actions including new hires, promotions, office and payroll title changes, unit changes, data changes, etc.;
- Coordinate the FINDIS and COIB programs;
- Responsible for MOM reports and analytics;
- Assist the HR Managers with the transfer, promotion and resignation of employees;
- Liaise with mayoral units and city agencies to resolve personnel or related issues;
- Interface with HR staff regarding the status of personnel actions and requisite approvals;
- Perform the duties of the office manager; and
- Perform other duties and assignments as assigned.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Bachelor's degree or equivalent with previous human resources experience preferred;
- Self-starter who is extremely organized, detail oriented and able to manage multiple priorities concurrently;
- Superior ability to craft effective employee-centered communications (emails, PowerPoint, etc.), drawing upon excel for data-driven analysis;
- Stellar judgment and sensitivity when responding to the needs and expectations of multiple employee audiences (including frontline staff, managers, senior staff, leadership);
- Excellent relationship management skills, influencing ability, and humility;
- Proven ability to handle sensitive material and information with discretion; confidentiality is a condition of employment; and
- Strong aptitude/ability to pick up new skills quickly.

SALARY: Commensurate with experience.

TO APPLY: Submit a cover letter and resume to [Candidate Application](#)

New York City Residency is Required Within 90 Days of Appointment
The City of New York and The Office of The Mayor are Equal Opportunity Employers

