The Human Resources Office is seeking an experienced manager 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.

Under the direction of the Director, the Deputy Director will manage the Human Resources Managers, Representatives, and other staff responsible for all HR tasks related to personnel actions, onboarding and orientation, compensation and benefits, employee performance, and grievance and feedback for Mayor’s Office Units.

About the Role:
The Deputy Director will oversee 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:

• Oversee the Mayor’s Office Manager (MOM) system and all personnel actions including new hires, promotions, office and payroll title changes, unit changes, data changes, etc.
• Approve the appointment, transfer, promotion and resignation of employees;
• Coordinate with mayoral units and city agencies to resolve personnel or related issues;
• Interface with management regarding the status of personnel actions and requisite approvals;
• Develop and manage the employee discipline, grievance and feedback program;
• Conduct a wide range of strategic and extensive research on HR policies and procedures;
• Continuous improvement of HR operations and processes to ensure efficiency and effectiveness; and
• Perform other duties and assignments as assigned.

Qualifications:
• Master’s degree or equivalent required, with 5+ years’ post-graduate experience in a professional environment (government or non-profit background preferred);
• Previous human resources experience is a plus, but not required;
• Strong analytical skills, attention to detail and ability to research complex issues;
• 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;
• Self-starter who is extremely organized and able to manage multiple priorities concurrently;
• 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: Please submit a resume, cover letter and three (3) references 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