

HUMAN RESOURCES GENERALIST
(City School District of Albany)

DISTINGUISHING FEATURES OF THE CLASS:

Reports directly to the Assistant Human Resources Administrator and is responsible for managing and coordinating various personnel processes for the Department of Human Resources. The incumbent is primarily responsible for coordinating and/or performing various tasks for hiring across the district. This will include, but not limited to, advertising, applicant screening, coordinating interviews with District administrators, reference checking and processing paperwork and computer data. This work is performed under the general direction of the Human Resource Administrator.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates hiring substitutes and home tutors in collaboration with the Assistant Human Resource Administrator;
- Reviews applications on OLAS;
- Interviews teacher substitutes and home tutors on a regular basis to ensure we have a sufficient pool of substitutes and tutors;
- Ensures that all recommendations for substitutes and tutors meet the minimum education and fingerprint requirements before recommending for BOE approval;
- Complete BOE recommendation form for new hires for BOE approval;
- Coordinates hiring CSDA personnel in collaboration with District Administrators;
 - Reviews applications for non-competitive Civil Service positions and obtain Civil Service list for competitive positions;
 - Set up interviews in collaboration with supervisor;
 - Receive recommendations from supervisor;
 - Reference checks;
 - Follow-up letters to candidates interviewed;
 - Ensure that all recommendations are in compliance with NYS Education law, rules and regulations, NYS Civil Service Law and local Civil Service Rules;
- Coordinate the hiring of summer school personnel with the summer school principals;
 - Receive applications for summer school positions;
 - Review for credentials and send to summer school coordinators;
 - Receive recommendations from summer school coordinators for BOE approval;
- New Employee Intake;
 - Ensure all required paperwork is completed and obtained from new employee and included in personnel file;
 - Processes fingerprint paperwork;
 - Ensure fingerprint clearance before recommending for BOE approval;
- Automated Substitute Placement and Absence Management System;

- Responsible for all aspects of tracking, recording and maintaining attendance for employees district wide;
- Prepare attendance reports for administration and/or district employees;
- Prepare attendance letters for those employees missing 10 or more days;
- New Employee Orientation Program;
 - Collaborate with the Assistant Human Resource Administrator to develop and manage the District's new employee orientation program;
 - Establish a consistent process to ensure that new employees are familiar with the District's work environment personnel policies and procedures, their job description, employee benefits, and other areas that impact their employment with the District;
- Assist the Assistant Human Resource Administrator with coordinating APSUE Professional Development;
 - Meet with the APSUE PD Committee to develop professional development opportunities for APSUE members;
 - Reach out to supervisors for their input for PD opportunities for their departments;
 - Contact and schedule presenters for PD;
 - Follow up with exit tickets;
 - Develop reports;
- Coordinate District's Participation in Recruitment Fairs;
 - Complete registration forms for recruiter attendance;
 - Update recruitment packet;
 - Attend recruitment fairs when required;
 - Complete paperwork for reimbursement for attendees;
- Oversee required posters;
 - Updates required posters annually in Human Resources and buildings district wide;
- Assist the Human Resources Administrator in a variety of other duties including;
 - Civil Service payroll certification;
 - Seniority and PEL lists;
 - Create staffing reports as requested;
 - Prepare job descriptions;
 - Substitute teacher assessment forms;
 - ASUE end-of-year evaluation forms;
 - Assist with ID badges;
 - Provide back-up to other Human Resources Staff;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of human resource management principles and practices;
- Knowledge of public education;
- Strong organization and communication skills;
- Excellent attention to detail;
- Able to handle multiple assignments;

- Good judgment, tact and courtesy;
- Ability to maintain strict confidentiality;
- Strong interpersonal relationships;

MINIMUM QUALIFICATIONS:

- A) Possession of an Associate's Degree with one (1) year of full-time paid experience in a professional office setting; OR
- B) Graduation from high school or possession of a high school equivalency diploma with three (3) years full-time paid experience in an office environment.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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