

Job Title	Senior Human Resources Generalist – Non-Tax Levy
PVN ID	LA-2308-005826
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Human Resources
Status	Full Time
Annual Salary	\$70,500.00 - \$90,500.00
Hour(s) a Week	35
Closing Date	Jan 25, 2024 (Or Until Filled)

General Description

This is an administrative non-tax levy related entities staff position reporting to the Executive Director of Human Resources (HR), exercising independent judgment in the fulfillment of the duties and responsibilities assigned. This position is responsible for supporting the administration of all time and leave, benefits, onboarding and offboarding for the non-tax levy entities including Research Foundation of CUNY (RFCUNY), LaGuardia Community College Association, LaGuardia Community College Auxiliary, and the Early Childhood Learning Center. The Senior HR Generalist will work on other HR-related projects for staff hired for and paid by the non-tax levy entities and may supervise staff as required.

POSITION DETAILS

The Senior HR Generalist will assist with the administration and coordination of employment services for each respective non-tax levy entity. Duties include, but are not limited to, the following:

- Functions as a liaison to the RFCUNY Human Resources Department (RF-HR) in support of the College's management team responsible for recruitment and other talent acquisition needs related to grants and other initiatives supported by funds at the Research Foundation of CUNY. Consults frequently with RF-HR to ensure consistency in information provided to employees and to ensure accuracy in all processes.
- Prepares and executes various personnel transactions involving employee recordkeeping (including the I-9 maintenance, performance evaluations, and other personnel file documents), processing of new hires, pay administration within ADP Workforce Now, and benefits management (in consultation with the external benefits broker and TIAA representatives).
- Conducts routine onboarding or other training sessions for compliance and operational effectiveness purposes; designs information packages for employees as needed; assists with the coordination of onboarding activities as part of the College's HR Department's standards of operation; processes "person of interest" (i.e. POI) documents and enters accurate data into CUNYFirst.
- Processes or assists with the processing of time and leave including annual, sick, unscheduled holiday, FMLA, Workers Compensation, and Paid Family Leave (PFL) according to the policies and procedures of each related entity; processes new hire payroll and benefit entries in ADP Workforce Now and TIAA

CUNY portal.

- Reviews and proofreads job descriptions, prepares job postings, and coordinates advertisements for job searches; reviews and responds to applicants' emails, screens resumes, prepares job offers, and closes searches; creates various reports in order to track recruitment and personnel action processes.
- Creates, collects, and organizes the documentation required for the performance evaluation and employment separation processes; provides general assistance with management of the performance appraisal process.
- Facilitates and attends meetings on behalf of the College or related entity; maintains frequent contact with related entity leadership regarding HR issues, and consults with the College's Executive Director of HR regarding resolutions.

Other Duties

- Perform other duties as assigned by the Executive Director of HR or designee.

Qualifications

- A Master's Degree in a related field from an accredited institution and three (3) years administrative, progressively responsible experience in human resources, of which at least one (1) year entailed working with state or local government processes, preferably in a higher education or non-profit organization, and at least one (1) year supervising the work of others in a related area.

OR

- A Bachelor's Degree in a related field from an accredited institution and four (4) years administrative, progressively responsible experience in human resources, of which at least one (1) year entailed working with state or local government processes, preferably in a higher education or non-profit organization, and at least one (1) year supervising the work of others in a related area.
- Expertise in ADP Workforce Now and processing bi-weekly payroll.
- Excellent math, verbal communication and business writing skills.
- Knowledge of current federal, state and local employment laws and regulations.
- Highly detail oriented and organized.
- Ability to operate calmly under high stress situations
- Excellent computer skills (experience with Microsoft Word and Excel is required).
- Strong work ethic and ability to maintain confidentiality and safeguard employee information, and handle all documents with sensitivity.
- Able to solve problems, instruct others and be a team player.
- Willingness to learn new systems and subject areas.

PREFERRED QUALIFICATIONS

- Experience working for a higher education institution in an urban setting.
- Knowledge of PeopleSoft (CUNYFirst), RFCUNY systems, Microsoft Office suite and other ERP or large database/reporting systems.
- Knowledge of TIAA, NYCERS, and TRS pension plans.

- Bilingual Spanish speaking skills are a plus.