



<b>Job Title</b>	Human Resources Manager
<b>PVN ID</b>	VC-2407-006336
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$90,000.00 - \$100,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 16, 2024 (Or Until Filled)

## General Description

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The City University of New York (CUNY) is embarked on a multi-billion dollar and multi-year capital design and construction program at its 25 campuses. The Office of Facilities Planning, Construction, and Management (FPCM) executes capital projects on behalf of the University.

Reporting to the Vice Chancellor, this position will be responsible for the following:

- Communicating with the Directors on actions to meet recruitment needs
- Drafting advertisements and selecting appropriate media to recruit necessary candidates
- Corresponding with potential applicants to resolve pertinent questions on job opportunities
- Preparing employment transactions in accordance with applicable rules, regulations and directives of CUNY and the Research Foundation of CUNY (RFCUNY)
- Developing and maintaining effective procedures for timely probationary performance evaluations and for annual employee work performance ratings and appraisals
- Coordinating the on-boarding and off-boarding of employees
- Overseeing the administration of the time and attendance rules by personnel
- Implements, maintains, and reviews payroll processing system to ensure timely and accurate processing of payroll transactions
- Advises managers and employees on sensitive labor and employee relations matters, performance issues and disciplinary actions; advises and assists managers in determining appropriate course of action
- Works collaboratively with managers in developing retention strategies for the organization and participates in deployment of retention initiatives as needed
- Coordinates investigations to ensure appropriate resolution of all employee issues and concerns. Works proactively with Managers to mitigate future issues
- Assist with the creation, updating, and implementation of HR policies, practices and processes

## Other Duties

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- Liaison with RFCUNY and CUNY Central Office on personnel issues concerning payroll, time and attendance, and labor relations
- Build and report on quarterly hiring plans
- Maintains a relationship with new hires throughout their first year to monitor satisfaction and connect to available support as needed to support retention
- Work on special projects, and other related duties as assigned

## Qualifications

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### Minimum Qualifications

- Bachelor of Arts or Bachelor of Science degree from an accredited college
- Proficiency with Microsoft Office Suite, particularly Excel
- Human Resources theories, practices, and techniques

### Preferred Qualifications

- At least five years of experience working in a Human Resources Office.
- Knowledge of sourcing techniques on social media and niche professional websites like LinkedIn, CV databases, professional networks.

### Core Competencies

- Excellent organizational and planning skills
- Excellent written and verbal communication, listening, presentation, group facilitation
- Ability to work under pressure, multi-task, and meet multiple deadlines
- Ability to prioritize competing work
- Self and team motivator, with an ability to be a team player
- Ability to work effectively with staff, associates, and internal and external constituents
- Out of the box thinker, creative, inventive, and adaptable to situations
- Coordinating activities with other internal departments and/or external agencies
- Manage multiple complex projects concurrently