

## Job Vacancy Notice

**Job Title:** Human Resources Specialist - Time and Leave & HRIS  
**Job ID:** 20912  
**Location:** Hostos Community College  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### POSITION DETAILS

The Human Resources Department at Hostos Community College contributes to the College's mission through the proper and careful selection, training, motivation, and utilization of human capital and the fostering of a diverse work environment where employees are valued and appreciated for their individual contributions.

Reporting to the Deputy Director of Human Resources, the Human Resources System Specialist will be responsible for ensuring the data integrity of all HR systems including CUNYfirst, payroll, time and leave, data imaging, performance management, and personnel action tracking systems.

In addition to the CUNY Title Overview duties, responsibilities will include the following:

- Assists the Deputy Director in the management and implementation of HR systems and administering human resources/payroll processes to ensure compliance with all collective bargaining agreements, NYS, NYC, CUNY and College rules and regulations.
- Resolves technical issues in Human Capital Management (HCM) in CUNYfirst including the Position Management (PM), Talent Acquisition (TAM), and Workforce Administration (WFA) modules.
- Supervises staff in the data entry of all time and leave actions to CUNYFirst as well as internal timekeeping systems.
- Maintains an in-depth knowledge of timekeeping and payroll rules and provides timely resolution/responses to all related employee issues/inquiries.
- Responsible for the daily audit reviews of CUNYFirst transaction reports, initiates applicable data corrections, and makes recommendations for process changes in accordance with changes in regulations.
- Trains staff and the college community in the usage of all systems and provides written instructions or operating procedures.
- Acts as a liaison on behalf of HR with the College IT team, Central Office units and external vendors for all system implementations, issues and requests.
- Supervises staff in maintenance of the digital imaging and performance evaluation systems.
- Prepares and disseminates HR systems reports to managers and employees as necessary.
- Maintains and updates content for the HR website.
- Assists the Deputy Director and Executive Director with planning to provide better system services to the Community.
- Serves on various College and University committees and perform special projects and other duties as assigned.

### QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

The following qualifications are preferred:

- Two years of Human Resources experience in higher education with focus on HRMS systems such as Oracle/PeopleSoft and electronic timekeeping
- Excellent proficiency in Microsoft Office Suite including Excel and PowerPoint
- Ability to manage multiple projects with demanding deadlines
- Ability to present and communicate technical information professionally, clearly, and effectively in oral, written, and graphic form
- Demonstrated organization skills; detail-oriented; strong critical thinking and problem solving skills
- Familiarity with PMS, CHRMS, NYCAPS and/or any other City Agency software

### CUNY TITLE OVERVIEW

Develops and administers processes and policies regarding Human Resources.

- Advises employees and managers on Human Resources policies and guidelines; provides a high level of customer service in assisting members of the College community
- Supervises and administers one or more human resources programs such as recruiting, pay administration, employee orientation, employee benefits, data entry and recordkeeping, and performance appraisal/reappointment practices
- Maintains an in-depth understanding of CUNY rules and regulations, relevant laws and guidelines, collective bargaining agreements, and College policies, and applies these to his/her areas of responsibility
- Investigates regarding sensitive employee issues or complaints
- Helps create innovative communications such as manuals, web pages, or employee meetings and provides these to the College community
- Performs related duties as assigned.

Job Title Name: HR Specialist

### CUNY TITLE

Higher Education Assistant

### FLSA

Non-exempt

### COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our

campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

**HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigate to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter, and three professional references.

**CLOSING DATE**

September 14, 2019

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.