

B U F F A L O
SEWER AUTHORITY

Notice of Vacancy

Date Posted: May 27, 2020

Title of Position: Human Resources Generalist
Number of Vacancies: One (1) Provisional Appointment
Salary Range: \$52,443 – \$62,884
Location: City Hall Administration

Job Duties:

Supports recruitment and staffing activities for employment categories and assists onboarding activities and in delivering new employee orientations. Assists in the development and implementation of human resources policies and procedures for employees. Participates in the development of department goals, objectives and work processes. Assists in conducting employee exit interviews. Enters data and runs reports, maintains and logs information to conform to Equal Employment Opportunity and other compliance regulations. Assures compliance with federal and state regulations regarding employment. Attends administrative and other meetings as required. Maintains department organization charts. Reviews and assists in the maintenance of Human Resources information system and department records. Performs related duties as required.

Special Requirement for both Promotional and Open Competitive

Bachelor's degree from an accredited college or university and three years of full-time experience in the field of Human Resources including recruitment, hiring and termination, employee counseling and administration of personnel records.

OR

Associate's Degree from an accredited college or university and five years of full-time experience in the field of Human Resources including recruitment, hiring and termination, employee counseling and administration of personnel records.

All applicants must apply in writing for the above position and specifically detail all experience and qualifications related to the position. The resume/letter of interest is to be submitted to:

Gelea James, Director of Employee Relations
Buffalo Sewer Authority
1038 City Hall
Buffalo, NY 14202



**RESUMES AND/OR LETTERS OF INTEREST MUST BE RECEIVED BEFORE THE CLOSE OF BUSINESS
ON June 10, 2020.**

cc: CSEA Local 815