



JOB VACANCY NOTICE

Office Title: Director of Human Resources and Employee Engagement

Salary: \$100,000-\$130,000 (Annual)

Civil Service Title: Assistant to the President

Title Code & Schedule: 13210 – Full Time

The Brooklyn Borough President's Office is seeking an experienced Human Resources partner to serve as the agency's Director of Human Resources and Employee Engagement. The collaborative partner is critical in executing our people initiatives, providing great internal customer support, and driving HR functional excellence in support of the values and objectives of the Brooklyn Borough President. The director will lead the human resources team and support agency leaders through all human resources lifecycle areas including, talent acquisition and retention, employee relations, learning and development, performance management, policy development and implementation, employment law compliance and payroll functions and practices. The ideal candidate is a strong communicator, has an in-depth understanding of human resources functions to guide the agency, and demonstrates ability to tactfully foster and maintain positive working relationships when dealing with different stakeholders. The director is accountable and enjoys engaging with people and teams, building community and culture, and creating a positive and inclusive employment experience.

The essential duties and responsibilities for this role include the following:

- Be accountable for the HR function in the organization and manage day-to-day department operations and HR team.
- Guide the work of the HR team across the full spectrum of HR disciplines, including talent acquisition and retention, onboarding, employee relations, performance management, training and development, employee engagement, equity, diversity and inclusion programs, employment policy and payroll.
- Develop and oversee the implementation of key HR initiatives that support the overall Brooklyn Borough President's Office strategic plan.
- Work with leaders and employees to establish and maintain a high-performance culture and positive work environment, encouraging the full use of diverse talents and abilities.
- Liaise with the agency's department heads and provide comprehensive solutions and recommendations based on the needs of the department.
- Develop strategies to identify talent; establish and conduct recruitment and hiring process for all employees from collaborating with managers on crafting job descriptions through extending job offers and budgets.
- Manage and conduct general organizational onboarding and orientation for new employees; in collaboration with the Executive Team (ET), develop and standardize onboarding expectations, schedules, protocols, and procedures across organization.
- Provide leadership to senior management and staff on critical employee relations issues. Prevent and mitigate risk related to labor and employment issues. Work closely with Agency General Council and EEO Officer.
- Responsible for overseeing compliance with City, State, and Federal legislation pertaining to all

personnel matters. Serve as the primary liaison to labor unions representing Borough President Office employees as well as the Office of Labor Relations. Serve as the agency Workplace Violence and Health and Safety Coordinator.

- Oversee employee engagement activities and community building. This includes managing an internal company committee along with other special events and programs.
- Ensure that Diversity, Equity, and Inclusion is built into all people processes. Maintain an inclusive culture and develop initiatives and measures of success for DE&I at BBPO.
- The Director of Human Resources and Employee Engagement reports to the Chief of Staff and partners with the EEO Officer.

Minimum Qualifications Requirements

1. A baccalaureate degree, or equivalent from an accredited college in human resources management, public administration, or related field. At least 10 years of human resources experience with at least 3 years of experience managing and developing teams. Prior experience in government preferred.

Preferred Skills

- Deep knowledge of talent acquisition, employee relations, organizational design, performance management, learning and development, payroll, and DEI programs.
- Thorough knowledge of employment related laws, regulations, and best practices. Prior experience with unions and labor relations.
- Able to engage with key stakeholders and understand their needs and take a proactive approach to implementing ideas and solutions for continuous process improvement.
- Experienced leadership and project management skills; highly organized, responsive, and result-oriented
- Strong communication skills, both verbal and written. Coaching and mentoring experience.
- Strong interpersonal skills and customer service focus.
- Experience in handling complex employee relations issues.
- Demonstrated commitment to diversity, equity, and inclusion.
- An understanding of NYC government and budget processes.
- Strong computer skills, experience working with HR software tools and knowledge of CHRMS, NYCAPS, PMS, and TRACS.

Core Competencies

- Adapts to fast-paced environments
- Builds, promotes, and enforces an inclusive culture.
- Facilitates a collaborative work environment
- Performs and delivers high-impact work
- Has strong emotional intelligence

To apply: Submit a resume and cover letter to BKBPHR@brooklynbp.nyc.gov with the subject line “Director of Human Resources and Employee Engagement” Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or

pregnancy. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at BKBPEEO@brooklynbp.nyc.gov.

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance.

with the residency requirement, if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please visit the student loan forgiveness site to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).

Post Date:4/11/2023

Post Until: Until Filled

JVN #: 012-14
