The City of Buffalo offers online filing. You may complete and submit your application online at the City of Buffalo website: www.city-buffalo.com. Click the “APPLY HERE” link and follow the instructions.

HUMAN RESOURCES GENERALIST
No. 63150  ($49,252 - $59,212)
(salaries are subject to change and may vary according to Department)

ANTICIPATED VACANCIES:  2

MINIMUM QUALIFICATIONS:  Required education/experience must be clearly described in detail on application. (Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. The following qualifications must be met at time of filing application.

(A) 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

(B) 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;

OR

(C) An equivalent combination of the foregoing within the limits of A and B.

NOTE:  Verifiable part-time experience will be pro-rated to meet full-time experience requirements. Proof of education must be presented at time of appointment.

SUBJECT OF EXAMINATION - Written Test........Relative Weight 100%
EXAMINATION WILL TEST FOR KNOWLEDGE, SKILLS AND/OR ABILITIES IN SUCH AREAS AS:
1) Classification system administration
2) Interviewing
3) Preparing written material
4) Public personnel administration
5) Recruitment, selection and placement

THIS EXAM IS BEING OFFERED ON AN OPEN COMPETITIVE & PROMOTIONAL BASIS

NOTE:  Most Civil Service examinations do not require the use of a calculator. However, candidates have the option of bringing a hand-held, battery- or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. You may not bring books or other reference material. Cell phones and any other electronic devices are also prohibited.

FINAL FILING DATE
APRIL 3, 2015

EXAMINATION DATE
APRIL 18, 2015
(03/11/15)
GENERAL INFORMATION

ELIGIBLE LIST: The term of the eligible list resulting from this examination will be one year and may be extended up to four years. Candidates will be ranked on the resulting eligible list in the order of their final ratings, with the name of the candidates with the highest final rating at the head of such list.

SALARY: The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Department of Human Resources and vacancies may, therefore, be filled at a higher or lower salary than the announced salary.

APPLICATIONS: Applications may be obtained at the office of the Department of Human Resources, Room 1001 City Hall, Buffalo, N.Y. Applications must be filed within the filing period on any business day before 4:00 p.m. in Room 1001 City Hall. The Commissioner of Human Resources reserves the right to accept applications for an examination subsequent to the filing period but prior to the date of the examination for an adequate reason. Notice to report for the test will be mailed to you prior to the examination date. Call this office if you have not received your notice three (3) days before the date of the test.

MEDICAL EXAMINATION: After receiving an offer of employment, candidates may be required to pass such medical examination(s) and must be certified as qualified to perform the essential functions of the position for which he/she is to be employed.

VETERANS: If you are entitled to Veteran's credits, you should claim these credits when you file your application (and attach a copy of your DD214 military discharge), but you have an option to waive them at any time prior to appointment. Be sure you enter all information regarding your claim as required on the application regardless of whether or not you have previously established your claim for such credits with a local civil service agency or the New York State Department of Civil Service. If you have previously used these credits for permanent appointment to a civil service position, you may not claim them again.

SATURDAY RELIGIOUS OBSERVERS – PERSONS WITH DISABILITIES: If special arrangements for testing are required, please file a supplemental form with your application. These forms can be obtained at Room 1001 City Hall upon request. In accordance with State Law and Section 504 of the Federal Rehabilitation Act of 1973, as amended, the City of Buffalo does not discriminate against persons with disabilities in access to employment, during employment, or in any of its programs and activities.

Note: Fingerprints are sometimes required at the time of appointment. When required, a fee must be paid by the appointee. This announcement is being issued and the examination will be held in compliance with the New York State Civil Service Law and the Rules and Regulations of the Department of Human Resources/Civil Service Administration.

RESIDENCE: Residence is a requirement for all positions. In the absence of clear and convincing evidence to the contrary, an applicant shall be deemed a non-resident if he/she cannot show ninety (90) days of continuous and uninterrupted residence in the City of Buffalo prior to filing application.

PLEASE TAKE NOTICE THAT THE ORDINANCES OF THE CITY OF BUFFALO MANDATE CONTINUOUS RESIDENCY IN THE CITY DURING YOUR EMPLOYMENT, EXCEPT FOR POSITIONS SPECIFICALLY EXEMPT UNDER STATE LAW.

CHANGE OF ADDRESS: Change of address notification must be made IN WRITING to the Department of Human Resources/Civil Service Administration. Please include name, previous address, new address, social security number and title of exam(s).
EXAMPLES OF WORK (Illustrative Only):
Supports recruitment and staffing activities for employment categories and assists onboarding activities and in delivering new employee orientations;
- monitors staff development program;
- writes and places employment recruitment advertisements and works with vendors for best advertising rates;
Assists in the development and implementation of human resources policies and procedures for employees;
- administers policies and procedures and advises staff regarding employee rights and responsibilities based on same;
Participates in the development of department goals, objectives and work processes;
- assists in the evaluation of reports, decisions and results of the department in relation to established goals;
- makes recommendations to improve efficiency of services;
Monitors performance evaluation programs and makes recommendations for improvement of the process;
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;
- compiles reports from database;
Performs related duties as required.

EXPANDED SUBTEST DESCRIPTION:

1. Classification system administration - These questions test for knowledge of position classification in the public sector. Questions may cover such areas as general objectives of a classification system; job audits and classification surveys; position allocation; and class specifications.

2. Interviewing - These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practice, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

3. Preparing written material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensively. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Public personnel administration – These questions test for knowledge of the principles and practices used in applying New York State, federal, and local laws, rules and policies to situations encountered in planning and executing the personnel functions in a government agency. Questions may cover such areas as recruitment, selection, and placement; position classification; performance evaluation; and employee relations.

5. Recruitment, selection and placement – These questions test for knowledge of planning and implementing programs to hire employees for public sector titles and occupational fields. Questions may cover such areas as determining personnel needs; analyzing job content; ordering examinations; recruitment; and interviewing.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm
Human Resources Generalist – No. 63150 & No. 74196

This written exam is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, and the provisions of the N.Y.S. Civil service Rules and Regulations dealing with the rating and review of exams apply. (If not attached, expanded subtest descriptions may be obtained from the Civil Service office, Room 1001 City Hall.)

(The eligible list resulting from this exam may be used to fill comparable positions.)

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:
If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center.

LOCAL GOVERNMENT EXAMS, notify each civil service agency to make arrangements no later than two weeks before test date. You must notify each agency with whom you have filed. For this information, notify the Department of Human Resources, Division of Civil Service, Room 1001 City Hall, Buffalo, New York 14202 or call or come to the office.

IMPORTANT INFORMATION REGARDING WEATHER CONDITIONS ON THE DAY OF THE EXAMINATION - In the event of severe weather conditions on the day of the examination, please listen to the following tv/radio stations for postponement or delay in the starting time of the administration of the examination: WBEN 550, WGR 990, WWW/1450, WWKB 1520 – AM RADIO; WKSE 98.5, WLKK 102.5, WTSS 107.7 FM RADIO OR WIBT-TV (CH. 4). If no such announcement is made, you must presume that the examination will be administered as scheduled.

IMPORTANT INFORMATION FOR USE OF VETERAN’S CREDITS
If you are currently serving on active duty in the Armed Forces of the United States, you may apply for veteran’s credits. These veteran’s credits shall be granted on a conditional basis at time of establishment of the eligible list. You will be restricted from certification using these credits until you have received an honorable discharge or release under honorable conditions. Your DD214 must be presented as proof of service during war time, before you can be certified for appointment from the eligible list using these credits.

Special Requirement for Appointment in School Districts and BOCES
Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

NOTICE TO EXAM PARTICIPANTS
Additional Points Available to Children of Police Officers and Firefighters Killed in the Line of Duty
(New Section 85-a, NYS Civil Service Law, effective 9/17/02)
On September 17, 2002, Governor Pataki signed into law a bill adding a new section 85-a to the Civil Service Law granting additional credit on civil service examinations for children of firefighters and police officers killed in the line of duty. This law is to take effect immediately.

“In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”
Applicants claiming these points must do so in writing (you may enclose in application), indicating the name, title, relationship and place of employment of the deceased parent.
Eligibility for points will be reviewed and applicants may be required to submit additional information to verify the claim.

Additional points available to siblings of Firefighters and Police Officers killed in the line of duty as the result of the September 11, 2001 World Trade Center Attack (Chapter 500, Laws of New York 2003).
For more information, check with the Department of Human Resources, Civil Service office.