

## Notice of Job Opening

**Position:**

**Human Resources Generalist III**

The individual chosen for this role will largely coordinate and implement special/long-term projects for the office, but may also perform recurring human resources transaction when needed. S/he will also serve as the principal investigator of complaints of discrimination, workplace violence, and misconduct made by/against City of Albany employees.

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class. **Interested candidates should [apply for the civil service exam](#) to be held on March 20, 2021.** The City will likely fill the position on a provisional basis—and will choose from those individuals who applied for and/or took the civil service examination.

**Department:**

Human Resources

**Number of Vacancies to be filled:**

1

**Rate of Pay:**

\$47,000 - \$57,000/annually

**Schedule:**

8:30am to 5:00pm, Monday-Friday

**Application Deadline and Instructions:**

**11:59 pm on Monday, March 1, 2021**

To be considered for the position, applicants must apply for the civil service examination and *may* submit a cover letter and résumé to [PJones@AlbanyNY.gov](mailto:PJones@AlbanyNY.gov).

Yes.

**Residency Requirement:**

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

February 2, 2021