



City of Rochester (NY) Human Resource Coordinator

SALARY	\$78,141.00 - \$103,034.00 Annually	LOCATION	Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	25DM144PLA22
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	07/30/2025	CLOSING DATE	9/1/2025 11:59 PM Eastern

General Description

The Human Resource Coordinator supervises one or more functional areas in the provision of human resource services to bureau customers (e.g., departments, employees, job applicants, and retirees). Primary responsibilities include consultation with City administration and operating units and the oversight of human resource policies, procedures, and systems. The Coordinator leads the development and implementation of strategies, initiatives and programs to promote efficient and effective human resource management. The Coordinator is allowed wide latitude and independence in decision-making and supervision of day-to-day operations.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

Typical Work Activities

- Develops and coordinates the implementation of bureau-level and City-wide personnel policies and procedures;
- Consults with others internally and externally to resolve complex issues involving resource allocation, regulatory compliance, staffing, selection, long-term planning, and similar matters;
- Interprets and guides the application of policies and procedures in assigned activity areas and for more complex personnel actions;
- Advises subordinate staff, department heads, senior management, and personnel professionals, and the public regarding a broad spectrum of personnel matters (e.g., administrative policies, civil service administration, employee selection, etc.);
- Reviews analyses and recommendations, taking into consideration past decisions, goals and objectives, technical and administrative concerns, in order to define an organizational position;
- Writes correspondence and documentation related to complex and sensitive personnel issues and actions;

- Oversees record keeping systems, ensuring efficient and effective maintenance of essential records and the destruction of outdated records.

Minimum Qualifications

High School Diploma or GED, **PLUS:**

1. Bachelor's degree in Human Resources, Public Administration, or closely related field and two (2) years of administrative experience in a centralized personnel function; **OR**
2. Bachelor's degree in any field and four (4) years of experience as describe in Section A. above; **OR**
3. Six (6) years of experience as described in A. above.

Employer

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>