

## **Human Resources Generalist - (230002N4)**

### **Description**

**Department of Housing and Community Development (DHCD) is seeking an Human Resources Generalist in DHCD's Human Resources Unit!**

### **AGENCY MISSION:**

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents.

DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

### **OVERVIEW OF ROLE:**

The Human Resource Department is a customer service unit charged with overseeing and processing all agency fiscal and personnel activities. Customer Service is an essential function of this position and all communications, oral and/or written are to be delivered in a professional and timely manner with a customer service focus according to all the established Department/Agency operating procedures. The HR Generalist completes hiring transactions, monitors self-service time and attendance reports and handles benefits & leaves. In addition the incumbent works with HR staff to update agency organizational charts & the Employee Coordination Database.

### **DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):**

#### **1) Employment & Staffing:**

- Maintains and updates the staffing report, organizational charts, prepares job postings/requisitions in MassCareers conducts salary analysis, reviews minimum entrance requirements (MERS), ensures background checks are completed for the Governor's office where necessary, ensures reference checks and CORI checks are done when appropriate, prepares waivers in MassCareers and provides correspondence to applicants around their applications/resumes being received for positions and next step(s) utilizing MassCareers
- Ensures that civil service lists, recall lists, transfer lists, etc. are utilized prior to posting position on the MassCareers System.
- Prepares requisitions from Form 30's and Management Questionnaires (MQs)
- Modifies or adds new positions to organizational charts to reflect new reporting structures ensuring that all personnel changes have been captured. In addition updates the Employee Coordination Database weekly to reflect personnel changes such as hiring, terminations, voluntary resignations, retirements, interns (paid or unpaid), temporary staff, contractors, etc.
- Reviews resumes & Asset Questions for all job requisitions/postings and identifies candidates that meet the minimum entrance requirements and pushes the candidates forward to the hiring manager at least daily following the HRD Hiring Guidelines and policies related to MassCareers
- Once the hiring manager determines who they will be interviewing, the HR Generalist reviews those candidates profiles/resumes to ensure they do in fact meet the MERS and contacts the hiring manager to inform them.
- All personnel actions include a job description (Form 30 or MQ), job postings (if applicable), justifications/scopes of service (if applicable), salary analysis that complies with all union contracts and applicable HRD documents (Red Book, Hiring Guidelines, etc.)
- Notifies Department of Housing and Community Development (DHCD) employees of jobs posted on MassCareers.
- Send offer letters to candidates as start dates are identified & requests education verification of highest level listed in candidates profile in MassCareers and licenses, etc. from candidates prior to hire to ensure all requirements are met and verified prior to start date and are in compliance with the

View New Hires Quality Control checks implemented by HRD. Calculates creditable service requests for review and approval by the Senior HR Business Partner.

- Calculates new hire salaries based on comparable years' experience and education as needed.
- Enters new hires and terminations in Employee Coordination Database so that computer, telephone access, and security badge can be set-up or deactivated with at least 3 business days' notice.
- Submits e-form requests to HRD as needed on reclassifications, Request for Salary Approval, position modifications, etc.
- Coordinates employee transfers with other state agencies
- Maintains license files for all required positions/personnel at DHCD and notifies employees at least 30 days prior to license/certification expiration date, to ensure timely receipt of required updated license/certification.

## **2) Payroll:**

- Prepares reports and analyzes Mobius reports; data relating to leaves, payroll and salaries; Participates in annual payroll activities, both calendar and fiscal year end, including Use or Lose notices, processing of the distribution of duplicate W-2s each year, etc. Attends Payroll User Group meetings and informs HR staff and Agency staff about upcoming initiatives.
- Verification forms from Division of Unemployment Assistance are monitored and returned within prescribed time period.
- Calculates and processes retro payments and cash-outs for employees leaving state service and prepares related correspondence.
- All personnel transactions, including but not limited to, new FTE's, contract employees, resignations, reclassifications, retirements, authorized changes in hours, tuition remission, State Employees Responding as Volunteers Program (SERV), overtime, etc. are processed within the week of receipt to ensure that action is completed within appropriate pay period(s).
- Enters into the Human Resources/Compensation Management System (HR/CMS) new hires, promotions, demotions, transfers, etc. to ensure timely and accurate compensation of assigned agency employees.
- Enters and verifies all deductions into employee's records to ensure proper payment of taxes, insurance premiums, garnishments and other benefits funded through employee deductions.
- Monitors vacation status and adjusts employee job data for "off payroll time" & reviews and monitors salary increases including union/contract increases, step raises, etc. Generates and reviews reports to ensure accuracy of agency payroll.
- Ensures I-9 form and tax forms (federal and state) are on file for every employee.
- Enrolls all new hires in self-service time and attendance with the appropriate reporting type and provides training if needed on how to use/navigate SSTA.
- Checks all time and attendance records in HRCMS and PROACTIVELY works with Mass Employee Service Center (MassESC), employees, supervisors/approvers to eliminate all exceptions and correct any problems (prior to payroll running on Tuesdays).
- Ensures that all forms and documentation (birth certificates, marriage certificates, etc.) are received in the office within ten (10) days of hire. Reviews MyGIC forms before sending to GIC for processing.

## **3) Benefits & Leaves:**

- Educates employees on the benefits of Flexible Spending Account Options (health care spending, dependent care accounts, and commuter benefits). Ensures that all forms are completed, deductions are entered into HRCMS. Communicates regularly with Benefit Strategies to resolve any issues.
- Coordinates annual open enrollment activities for the Group Insurance Commission (spring) and Benefit Strategies (fall)
- Advertises Benefits Fairs and/or information sessions and informs employees of deadlines.
- Serves as liaison between all benefits companies and employees.
- Notifies union employee of benefits available through the Union. Ensures that union deductions are entered upon hire and/or changes if union changes.

## **PREFERRED QUALIFICATIONS:**

1. Proficiency using Massachusetts Human Resources Compensation Management System (HR/CMS) and the Commonwealth Information Warehouse is preferred but not required.

2. At least intermediate proficiency using Microsoft Word, Excel and Visio.
3. Knowledge of rules and regulations related to personnel and payroll processing.
4. Knowledge of bargaining unit contracts as they pertain to various types of leaves and employee benefits affecting payroll.
5. Knowledge of the policies, procedures, specifications, standards, guidelines, laws, rules and regulations governing Commonwealth of Massachusetts personnel and payroll processing.
6. Knowledge of the laws, rules and regulations governing the State personnel system.
7. Must have a strong customer-service orientation and have excellent organizational and interpersonal skills.
8. Strong attention to detail and analytical skills.
9. Ability to write concisely, to express thoughts clearly and develop ideas in logical sequence.
10. Judgment to recognize when consultation is needed to perform a task or project.
11. Ability to exercise discretion in handling confidential information.

**COMMENTS:**

**Please upload resume and cover letter.**

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

**QUALIFICATIONS:**

**First consideration will be given to those applicants that apply within the first 14 days.**

Minimum entrance requirements:

Applicants must have at least (A) three years of full time, or equivalent part-time, professional experience in personnel work, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree or higher may be substituted for a maximum of two years of the required experience.\*

II. Graduate degree with a major in Personnel Management, Personnel Administration or Public Administration may be substituted for the required experience\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

**Comprehensive Benefits:**

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

**Official Title:** Personnel Officer II  
**Functional Title:** Personnel Officer II  
**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street  
**Job:** Human Resources  
**Agency:** Department of Housing & Community Development  
**Schedule:** Full-time  
**Shift:** Day  
**Job Posting:** Feb 17, 2023, 4:48:22 PM  
**Number of Openings:** 1  
**Salary:** 64,976.34 - 93,662.66 Yearly  
**Confidential:** No  
**Hybrid Work Eligible:** Yes  
**Bargaining Unit:** 06-NAGE - Professional Admin.

**Executive Order #595:** As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:** Marjie Lalli (Diversity Officer)-617-573-1254 or Jessica Molina (ADA Coordinator)-857-248-0160

**HOW TO APPLY:**

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=230002N4>