



PUBLIC NOTICE

Program – CDBG-DR

Title – Human Resources Specialist

PRDOH – Oficial en Administración de Recursos Humanos

Area – Operations Division

Required Skills and Qualifications:

- Bachelor Degree from licensed and/or credited educational institution.
- 5 years' experience in administration in human resources.
- Bilingual English/Spanish.
- Guides and answers employees and government official's inquiries on legislation, regulations and other aspects related to the administration of human resources in the public service.
- Attends the recruiting stage of CDBG-DR Program, including employment announcements, resume evaluation and all activities related to staff recruiting and screening process.
- Guides the CDBG-DR Program personnel regarding aspects of employment procedures, changes, fringe benefits and administrative rules that are applicable.
- Performs transactions and changes related to CDBG-DR employees and maintains to date the positions register.
- Verifies, analyses, prepares and modifies the descriptions of CDBG-DR staff positions, according to applicable and established rules and procedures including new personnel.
- Studies, analyses and interprets, laws, rules, circulars, memorandums, regulations and procedures that apply to human resources administration.

Reports to – Deputy Director of Operations

Interested candidates please send the resume to the following email address: infocdbg@vivienda.pr.gov (include subject: "**EMPLOYMENT OPPORTUNITY**").

This position is subject to Section 3 from the Housing and Urban Development Act of 1968. Under Section 3 public housing residents (including section 8 residents), or low-income citizens who live in the vicinity of a HUD-assisted project, can receive recruitment or contracting priority. It is important to comply with all of the requirements of the contractor opportunity or position.