

Application Form

Profile

If you have any questions or difficulty submitting this application, please reach out to Alex Guzhnay at aguzhnay@newhavenct.gov or call 203-946-7670.

<u>Eugene</u>	<u></u>	<u>Jones Jr</u>
First Name	Middle Initial	Last Name

eugene.jones96@gmail.com
Email Address

<u>256 Lombard St</u>	<u></u>
Home Address	Suite or Apt
<u>New Haven</u>	<u>CT</u> <u>06513</u>
City	State Postal Code

What ward do you live in (optional - please select ward if you know)?

Ward 15

<u>Mobile: (203) 824-6887</u>	<u></u>
Primary Phone	Alternate Phone

Are any of the above number a cell phone number?

Yes No

If so, which? Also, is it okay to send a text message?

Yes

Are you currently employed by the City of New Haven or the New Haven Public School System?

Yes No

<u>Yale University</u>	<u>Employment Coordinator</u>
Employer	Job Title

To see our list of Boards and Commissions please click here: <https://newhaven-ct.granicus.com/boards/w/976a34cad711af7c/boards>

Which Boards would you like to apply for?

Civil Service Board: Submitted

Is this an appointment or reappointment request? *

Appointment

Interests & Experiences

Please tell us about yourself and why you want to serve. Please attach any of the follow:

Resume, Curriculum Vitae (CV), Professional Bio, or a Statement of Interest.

[Eugene_Jones_Jr_Resume.docx](#)

Upload a Resume

If not submitting a Resume or CV, please submit a ~150 word Statement of Interest as to why you are interested in serving on your selected boards/commissions. If you have uploaded a resume OR you are seeking reappointment, you can write n/a.

N/A

Why are you interested in serving on a board or commission?

This aligns with my career path while giving back to my community. I believe that the city thrives when members of the community give back, especially when it involves a field that they are passionate about.

Why do you believe you would be a good fit for your selected board and commission(s)?

I am a good fit because I am someone who believes in fair chances and empowering my community. I willing volunteer with different organizations to make a positive impact on our people and infrastructure. This board also aligns with my current career and I believe my experience in employment coordination would be an asset to the board.

Do you have any time commitments that would prevent you from participating in board/commission meetings? Meeting times can be found by visiting newhavenct.gov/boards, but most are usually once a month for 1-2 hours.

No

Demographics

Some boards and commissions require membership to be politically proportionate, per State Statute on minority party representation (CGS § 9-167a). What is your political affiliation on your voter registration (i.e Democrat, Republican, Unaffiliated, Independent, etc)?

Democrat

In order to stay compliant with our city's charter, are you registered to vote in New Haven?

Yes No

We strive to maintain diversity in all of our Boards and Commissions. These questions are optional and if you volunteer the information we will only use it to ensure that our boards and commissions are diverse.

Ethnicity

African American

Gender

Male

How did you hear about serving on our Boards & Commissions?

New Haven Promise

EUGENE JONES JR

EMPLOYMENT HISTORY

HR EMPLOYMENT COORDINATOR **Nov 2022 - Present** ***Yale School of the Environment New Haven, CT***

- ◆ Leads faculty, staff, and student hiring process for the Yale School of the Environment by managing ATS including Workday and STARS creating precise job postings, data entry, and background check monitoring
- ◆ Orchestrated comprehensive recruitment strategies for career fairs by conducting over 30 interviews per job posting while maintaining strategic partnerships with hiring managers ensuring talent needs are met and brand reputation is upheld
- ◆ Construct monthly staff meeting by developing PowerPoint presentations to present school updates as well as fostering community interaction amongst staff members
- ◆ Process day-to-day employee requests to analyze and develop the best practice solution for individual inquiries while following HR policies and procedures
- ◆ Review weekly payroll ensuring accurate processing for 120+ staff members
- ◆ Design and execute on-and-offboarding strategies for around 20 staff members a month

PORTFOLIO ASSOCIATE **Jun 2022 - Nov 2022** ***Yale School of Medicine New Haven, CT***

- ◆ Instituted a robust financial tracking system for grant portfolios, reducing documentation errors by 20% and strengthening staff payroll compliance to 100%
- ◆ Streamlined complex financial data management across 22 accounts totaling over \$2 million by implementing systematic reconciliation procedures for optimal year-end reporting
- ◆ Partnered with Principal Investigators to develop comprehensive federal grant application strategies, ensuring alignment between research goals and financial resources

FINANCIAL ASSISTANT **Aug 2018 - May 2022** ***Yale School of Medicine New Haven, CT***

- ◆ Managed \$30M in accounts receivable, ensuring timely collections and accurate billing
- ◆ Managed IPA contracts and accounts receivable entries, processing over \$40 million in charges while maintaining 100% accuracy in billing schedules and invoice creation
- ◆ Coordinated with 16 departments to resolve clinical charge discrepancies and optimize financial reporting workflows

PROFESSIONAL EXPERIENCE

BOARD MEMBER **September 2025 - Present** ***New Haven Promise Emerging Leaders HR Council*** ***New Haven, CT***

As a board member, I play a key role in the development of current undergraduate and early career talent within New Haven, CT. I work closely with leadership and other industry members to guide high-impact decisions and contribute to long-term planning.

- ◆ Develop talent pipelines across Greater New Haven, CT
- ◆ Identify local workforce trends and in-demand skills
- ◆ Create events and workshops to increase workforce development talent strategies

EDUCATION

MASTER OF BUSINESS ADMINISTRATION **May 2022** ***Albertus Magnus College New Haven, CT***

Concentration: Human Resource Management

BACHELOR OF ARTS IN ECONOMICS, MINOR IN URBAN AND COMMUNITY STUDIES **May 2018** ***University of Connecticut Storrs, CT***

SKILLS

Recruitment, Onboarding, Payroll, Project Management, Data Analysis, Team Leadership, Staff Management, Financial Management, Employee Relations, Microsoft Office, Workday, Employee Engagement, Conflict Resolution, Applicant Tracking, Scheduling, Event Planning