



Job Opening

APPLICATION DEADLINE DATE: April 18, 2020

JOB TITLE: Human Resources Specialist 2, SG23, M/C
APPOINTMENT TYPE: Permanent
DEPARTMENT: Human Resources
625 Broadway
Albany, NY 12207

LOCATION: Albany
JURISDICTION CLASS: Competitive

BASIC FUNCTION:

Under the general direction of the Director of Human Resources, the incumbent will focus on employee development and provide assistance in the creation and delivery of in-house training courses/programs to improve the on-the-job knowledge, skills, and abilities of employees to better enable them to carry out the agency's mission.

WORK PERFORMED:

- Serve independently or in conjunction with the Empire State Development Corporation HR office, as the point of contact for Department of Economic Development staff members for all training needs.
- Develop, implement, facilitate and monitor agency training initiatives, including scheduling and logistical arrangements.
- Serve as the point of contact for various NYS training committees including: Workforce Organizational Development Unit (WODU); PEF Professional Development Committee; and the NYS & CSEA Partnership for Education and Training.
- Stay up-to-date on available learning programs offered to NYS employees. Make recommendations and draft employee announcements as needed. Programs may include but are not limited to: Statewide Learning and Development programs, M/C training programs, tuition reimbursement programs, and Directions Pre-Retirement seminar.
- Oversee employee participation in Directions Pre-Retirement seminars.
- Serve as the agency's Statewide Learning Management System (SLMS) point of contact and system administrator. Grant new employee access troubleshoot system-related issues and create agency specific updates.
- Oversee agency-wide compliance of annual GOER/NYS Mandated Training Program.
- Provide new employees with training information at new employee orientations (NEO).
- Evaluate and maintain data on training courses using questionnaires, reports, and other methods; evaluate effectiveness of training based on data and modify programs based on an assessment of program needs.
- Coordinate subject matter experts to assist with development of training content.
- Serve as management representative to local labor/management committees, including Safety and Health and the Workplace Violence Prevention Committee.
- Act as back-up agency liaison to GOER's Anti-discrimination Investigation Division (ADID). Assist with scheduling meetings and compile data for annual reports.
- Act as back-up agency liaison to Civil Service, Office for Diversity and Inclusion Management (ODIM). Assist with Reasonable Accommodation requests and track necessary information for annual reports.

MINIMUM QUALIFICATIONS:

Eligible for transfer under Section 70.1 or 52.6 of Civil Service Law, and to those reachable on the Human Resources Specialist 2 eligible list.

SALARY RANGE: \$74,829 - \$93,491

Note: The starting salary for candidates with no prior State service will be at the minimum hiring rate.

ADDITIONAL: If interested in this position, please forward a cover letter and resume to the e-mail address below by **April 18, 2020**. Be sure to indicate the position title and location you are applying for and specify **how you meet the minimum qualifications** in your cover letter.

INQUIRE

NYS Department of Economic Development
Human Resources Office

625 Broadway

Albany, NY 12245

Fax: (518) 292-5852

E-Mail: **DED-HR@esd.ny.gov**

New York State is an Equal Opportunity/Affirmative Action employer

03/18/2020

Reference No. 00141

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.