

Job Opening

APPLICATION DEADLINE DATE: June 13, 2022

JOB TITLE: Human Resources Specialist 2, SG23, M/C
APPOINTMENT TYPE: Permanent
DEPARTMENT: Department of Economic Development,
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 serve as an HR generalist and be involved in the administration of all facets of HR work, including but not limited to:

- Perform a wide range of classification and recruitment activities in accordance with Civil Service Law, Rules and Regulations, policies and procedures;
- Coordination of examination planning, recruitment and training efforts to ensure a well-qualified and diverse workforce;
- Provide guidance and assistance to program management regarding classification of positions and staffing needs;
- Serve independently or in conjunction with the Empire State Development Corporation HR office, as the point of contact for all DED training needs by working with the Workforce Organizational Development Unit at OER, ESD staff, supervisors, and executive management;
- Stay up-to-date on available learning programs and mandated training for NYS employees. Draft employee announcements as needed;
- Create, update and maintain NY.GOV ID and SLMS accounts. Administer SLMS for DED staff and assist with log-in issues. Submit ITSM requests as needed;
- Provide employee relations and performance evaluation training to first-line supervisors and ESD management;
- Actively participate on various statewide committees including, but not limited to, the NYS Workforce Diversity and Inclusion Council and the Training Director's Roundtable;
- Actively participate and act as management representation in agency-level committees including the Health and Safety Committee and the Workplace Violence Prevention sub-committee. Schedule meetings as needed and ensure all required policies and procedures are adhered to;
- In conjunction with the Director of HR, serve as the agency's Office for the Prevention of Domestic Violence (OPDV) liaison and ensure agency-wide compliance of ESD's Domestic Violence Policy;
- In conjunction with the Director of HR, serve as HR's liaison to OER's Anti-discrimination Investigation Division (ADID) unit;
- Promote a consistent application of agency policies, programs and procedures to ensure fairness to all staff;
- Review the annual performance evaluation programs and evaluations and provide guidance to supervisors and program managers to find solutions for employees who are underperforming;
- Educate and assist management in the fundamentals of progressive discipline;
- Investigate allegations of misconduct and incompetence in accordance with Civil Service Law and negotiated agreements; represent management at arbitration and expedited hearings;
- Supervise subordinate staff;
- Other special projects as assigned;
- Occasional travel may be required;

MINIMUM QUALIFICATIONS:

Open to current NYS employees who are currently in a Human Resources Specialist 2 title;

-Or-

Open to those reachable on the Human Resources Specialist 2 eligible list, or eligible for transfer under Section 70.1 or 52.6 of Civil Service Law. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov>;

-Or-

Reinstatement Eligible: Previously held the title on a permanent competitive basis or held a title as indicated under the transfer eligible section on a permanent competitive basis.

SALARY RANGE: \$76,326 - \$95,361

ADDITIONAL:

IMPORTANT: All Department of Economic Development employees are required to be tested weekly for COVID-19 unless they are fully vaccinated. Employees who are vaccinated must provide proof of vaccine status through a secure online portal.

If interested in this position, please forward a cover letter and resume to the e-mail address below by **June 13, 2022**. 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

5/13/2022

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.