

**Human Resources Specialist 1 (NY HELPS) OR
Human Resources Specialist Trainee 1 OR
Human Resources Specialist Trainee 2**

Announcement Posted:

06/27/24

Responses must be hand delivered or postmarked by:

07/07/24

Salary Range:

\$65,164 to \$80,860 (Human Resources Specialist 1); **OR**
\$51,920 (Human Resources Specialist Trainee 1); **OR**
\$55,005 (Human Resources Specialist Trainee 2)

Location:

Division of Administrative Services
Bureau of Human Resources
40 North Pearl St.
Albany, NY 12243

Grade:

18/NS (Management/Confidential)

of Positions:

1

Candidates Must Meet the Following Qualifications:

Human Resources Specialist 1 (SG-18), Human Resources Specialist Trainee 1 (NS=SG-13), Human Resources Specialist Trainee 2 (NS=SG-14)

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

OR

NON-COMPETITIVE QUALIFICATIONS:

For Trainee 1, you must have a bachelor's or higher degree.

For Trainee 2, you must have a bachelor's or higher degree and one year of professional human resources experience.

For the Full Performance Level, you must have a bachelor's or higher degree AND two years of professional human resources experience. Or a master's or higher degree AND one year of professional human resources experience.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above.

Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://careermobilityoffice.cs.ny.gov/cmogotit/).

OR

COMPETITIVE MINIMUM QUALIFICATIONS:

Eligible for a lateral transfer or for transfer under Section 70.1 or 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmogotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Preferred Experience:

Experience working in a human resources/personnel office in a NYS agency performing staffing, position classification, exam planning, recruitment, and knowledge of NYS Civil Service laws, rules, and regulations.

Duties of Position:

The incumbent will serve as a human resources generalist and provide a full range of personnel services that includes staffing, recruitment, classification, examination planning, succession planning and employee relations. Working with administrative coordinators, program managers and supervisors, duties will include but are not limited to:

- Providing assistance to managers in order to meet their recruitment and organizational analysis needs as well as authorization of appointments, promotions, transfers, reinstatements and terminations;
- Providing technical guidance, direction and assistance to program managers regarding employee issues;
- Developing requests for new positions, reclassifications, reallocations, minimum qualifications for exam planning, earmark releases, and special salary treatments;
- Ensuring that Civil Service Laws, Rules and Regulations, as well as agency policies and procedures, and negotiated agreements, are appropriately applied;

- Developing and monitoring staffing plans, including determining examination and succession planning needs; and
- Participation in the delivery of statewide classroom-style training for OTDA supervisors entitled “HR: What Every Supervisor Needs to Know.”

Conditions of Employment:

A full-time, permanent appointment will be made. This position’s work hours are 9 to 5. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Remarks:

- **Candidates should reference posting 24-168 when submitting your application.**
- **If submitting electronically, please reference posting 24-168 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color (“BIPOC”); LGBTQIA+ individuals; women; people with disabilities; and military veterans.