

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

**Announcement Posted:**

9/11/2025

**Responses must be hand delivered or postmarked by:**

9/21/2025

**Salary Range:**

\$67,119 to \$83,286 (Human Resources Specialist 1); **OR**  
\$56,655 (Human Resources Specialist Trainee 1); **OR**  
\$63,180 (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:**

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

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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.

**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.

Substitution: Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized 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.

Substitution: Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized 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://www.ny.gov/55b/c-recruitment-resources-center).

#### **COMPETITIVE MINIMUM QUALIFICATIONS:**

Eligible for a lateral transfer or eligible for transfer under Section 52.6 or 70.1 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/cmo/gotit/>.

**OR**

Reachable on the appropriate eligible list in Albany.

#### **Duties of Position:**

The Human Resources Specialist 1 will be assigned to the Bureau of Human Resources and will work under the direction of the Human Resources Specialist 2, who is the agency's primary Designee for Reasonable Accommodation (DRA). The incumbent will act as a DRA in processing requests for medical and religious accommodations, ensuring compliance with State and Federal laws.

Duties include, but are not limited to, the following:

- Responding to and processing incoming requests for Reasonable Accommodations (RA) based on set time constraints;
- Providing assistance for Americans with Disabilities Act (ADA) inquiries from employees and OTDA clients;
- Working with employees, agency program managers, and legal staff, as necessary, to process employee RA requests;

- Managing the RA mailbox and incoming faxes;
- Maintaining detailed electronic RA files; and
- Purchasing equipment required to accommodate employees.

### **Conditions of Employment:**

A full-time, permanent appointment will be made. 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.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

### **Remarks:**

- **Candidates should reference posting 25-159 when submitting your application.**
- **If submitting electronically, please reference posting 25-159 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.