

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

Announcement Posted:

12/18/2025

Responses must be hand delivered or postmarked by:

12/28/2025

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). 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.

NON-COMPETITIVE QUALIFICATIONS:

For Trainee 1, Four years of experience performing and supervising the performance of various human resources activities such as staffing services, which consist of recruitment, examination, and placement activities; position classification and compensation; and employee services such as employee benefit, health and safety, employee counseling, and employee recognition.

Substitution: An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience.

For Trainee 2, Five years of experience performing and supervising the performance of various human resources activities such as staffing services, which consist of recruitment, examination, and placement activities; position classification and compensation; and employee services such as employee benefit, health and safety, employee counseling, and employee recognition.

Substitution: An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience.

For the Full Performance Level, Six years of experience performing and supervising the performance of various human resources activities such as staffing services, which consist of recruitment, examination, and placement activities; position classification and compensation; and employee services such as employee benefit, health and safety, employee counseling, and employee recognition.

Substitution: An associate degree may substitute for two years of experience; a bachelor's degree may substitute for four years of experience; a master's degree may substitute for five years of experience; and a doctorate may substitute for six years of 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.careermobilityoffice.cs.ny.gov/cmo/gotit/).

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 incumbent will serve as a human resources generalist and provide a full range of personnel services, including 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, the following:

- Provide assistance to managers in order to meet their recruitment and organizational analysis

needs, as well as authorization of appointments, promotions, transfers, reinstatements, and terminations;

- Assist in the day-to-day activities of the Recruitment Unit;
- Review and qualify candidate applications to Office of Temporary and Disability Assistance (OTDA) job postings, answer candidate questions related to the job postings, and send out posting response memoranda, as needed;
- Provide technical guidance, direction, and assistance to program managers regarding various human resources rules and policies;
- Process various types of transactions and leave requests in coordination with the Business Services Center;
- Develop requests for new positions, classifications, reallocations, earmark releases, and special salary treatments;
- Ensure that Civil Service Laws, Rules, and Regulations, as well as agency policies and procedures and negotiated agreements, are appropriately applied;
- Develop and monitoring staffing plans, including determining examination planning needs; and
- Participate in the delivery of statewide classroom-style training for OTDA supervisors.

Conditions of Employment:

A full-time, contingent 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 25-203 when submitting your application.**
- **If submitting electronically, please reference posting 25-203 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. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.