

**Director of Human Resources
City of Albany, NY**

The City of Albany is seeking a Director of Human Resources to join our leadership team. The Director of Human Resources reports to the Commissioner of Administrative Services and works closely with senior staff to develop and execute the strategy, programs, and key initiatives to support a diverse City workforce of 1,200+ employees.

The Director provides leadership on a broad range of strategic, managerial, and operational issues including recruitment and civil service, benefits administration, labor relations, talent management, training, compliance, and organizational design.

Examples of Duties/Responsibilities:**Management & Administration**

- Develop efficient and effective human resources processes and structure
- Direct, plan, supervise, and evaluate the work of office staff
- Ensure compliance with citywide HR policies; understand and comply with federal and state policies related to human resources functions; work with HR staff to compile and submit all required compliance reports
- Oversee administration of employee benefits program and employee assistance program
- Administer workers' compensation program; coordinate and collaborate with workers' compensation carrier
- Manage the HR Office's annual budget

Civil Service, Recruitment & Talent Management

- Oversee Civil Service administration within the City, working closely with Legal Department, HR staff, Albany's Civil Service Commission, and New York State Department of Civil Service
- Partner with senior staff to understand and anticipate hiring and development needs; prepare workforce plans and forecasts that support overall department and citywide goals
- Collaborate with leadership and HR staff to continuously review and revise job descriptions to reflect current and emerging responsibilities
- Help attract and hire talent by attending job fairs and developing relationships with external stakeholders

Training and Onboarding

- Lead citywide training initiatives. Analyze, recommend, and oversee delivery of training opportunities, coordinating with City departments
- Create and implement onboarding procedures designed to empower new employees to succeed

Collaboration and Strategy

- Establish strong working relationships with employees, management, collective bargaining unit representatives, outside organizations and the general public
- Serve as the liaison for HR Office with other departments and outside agencies
- Serve as a management resource to all levels of leadership and staff; provide counsel and coaching as needed on a variety of HR policy and staffing issues
- Assist with disciplinary issues, advise department heads on handling employee issues
- Participate in the development, preparation and analysis of labor contract proposals as part of the City negotiating team

Preferred Qualifications and Competencies:

- Track record of successful human resources management in the public sector
- Ability to strategically work to meet short- and long-term goals
- Ability to inspire, build trust, persuade, engage, speak clearly about human resource issues, make tough decisions, and take difficult actions
- Ability to generate innovative and visionary approaches to problem solving
- Ability to hire, mentor, develop, train, retain, and manage a diverse staff
- Ability to lead team through change
- Ability to manage human, financial, and information resources strategically
- Ability to effectively manage and integrate multiple disciplines, including technical, operational, planning, and policy development

Compensation and Benefits:

The annual salary is commensurate with qualifications and experience

The City of Albany offers its employees an excellent and comprehensive benefits' package including a defined benefits retirement plan with New York State and Local Retirement System, choice of two healthcare plans, a vision care program and a dental plan, NYS Deferred Compensation plan, generous leave benefits including annual vacation and personal leave, sick leave and holidays, and an Employee Assistance Program.

Recruitment Schedule:

This posting is open until filled

Application Process

Please submit your resume, cover letter, and application through the City of Albany jobs portal at jobs.albanyny.gov