

## Notice of Job Opening

**Position:** Human Resources Generalist III (NY HELPS Program)

Applicants must meet the requirements outlined in the enclosed job description.

The City of Albany's Office of Human Resources is seeking an experienced, self-motivated and dynamic Human Resources Generalist III to join our fast-paced and impactful team! As Human Resources Generalist III, you will play a vital role in supporting all office operations, including recruitment, benefit administration, workers' compensation, compliance, retirement and civil service processes. We are looking for someone with exceptional organizational skills and the ability to manage multiple priorities in a high-volume environment. Preferred qualifications include experience with civil service and benefit administration in a municipal office setting.

PLEASE NOTE: This position is in the NY HELPS Program, which is under the Non-Competitive class until the expiration of the program.

<b><u>Department:</u></b>	Administrative Services
<b><u>Vacancies to be filled:</u></b>	1
<b><u>Rate of Pay:</u></b>	\$ 62,350 - 89,230 Annually Commensurate with qualifications and experience
<b><u>Schedule:</u></b>	37.5 hours/week
<b><u>Application Deadline:</u></b>	<b>Until Filled</b>  All applicants must submit an application online via <a href="https://jobs.albanyny.gov">jobs.albanyny.gov</a> to be considered for the job opening.
<b><u>Residency Preference:</u></b>	Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment. <ul style="list-style-type: none"><li>○ Albany County</li><li>○ Rensselaer County</li><li>○ Schenectady County</li><li>○ Saratoga County</li><li>○ Greene County</li><li>○ Columbia County</li><li>○ Schoharie County</li></ul>

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Thursday, June 12, 2025**

## **HUMAN RESOURCES GENERALIST III**

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly technical and independent work performing a variety of functions in technical areas of public personnel and human resource administration such as =, benefit administration, civil service administration, , rendering assistance to departments, civil divisions, employees, retirees, and the public. This position also has responsibility for assisting in administering compliance with the Local, State and Federal mandates and the technical provisions of Civil Service Law and Civil Service Rules and Regulations. The work is performed under the general direction of the Director of Human Resources or Department Head with considerable leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision is exercised over the work of subordinate personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Acts as liaison for local government officials, city department heads, union officials, and employees concerning a wide variety of matters concerning Civil Service Law, City of Albany Rules and Regulations, and personnel policies;
- Assists with various phases of human resource and benefit administration for City employees, including benefits management of such programs as health insurance, flexible spending plan, leave time, health insurance buyouts, retirement benefits, Employees' Assistance Program and other related benefits/programs;
- Supervises human resources staff in planning, organizing and coordination of work;
- Assists with the records retention and disposition processes for the office;
- Researches, evaluates and present recommendations to the Director of Human Resources for implementing approved benefits options;
- Prepares the agenda and resolutions for the Civil Service Commission meetings;
- Acts as primary contact and manages multiple third-party vendor relationships to ensure efficient and effective administration of all benefit plans;
- Participates in managing regulatory human resources compliance;
- Participates in the preparation and the submission of all governmental compliance reporting;
- Acts as liaison between the Office of Human Resources and various unions, insurers and New York State agencies;
- Coordinates orientation and on-boarding program/procedures for City employees;
- Manages all vendor portals and works with human resources staff and with vendors to ensure all employees are trained on how to use portals;
- Audits and trains personnel on system interfaces to ensure proper delivery of information;
- Assists with benefit renewals and coordination of open enrollment processes;
- Interprets and applies Civil Service Law in the formation of policies and procedures;
- Coordinates all aspects of the examination program for the city and all civil divisions;

- Assists the Director of Human Resources in layoff procedures, preparation of materials for arbitration hearings, grievance proceedings;
- May be involved in the collection and compiling of data for labor relations;
- Conducts studies as assigned by the Civil Service Commission and Director of Human Resources;
- Coordinates Office participation in new and existing recruitment programs, job fairs, civil service exams, and city events;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of regulations, eligibility requirements and types of health insurance and benefit programs;
- Comprehensive knowledge of basic medical and insurance industry terminology;
- Comprehensive knowledge of principles and processes for providing customer and personal services.
- Comprehensive knowledge of third party and medical provider billing and payment procedures;
- Comprehensive knowledge of office terminology, procedures and computer systems used;
- Comprehensive knowledge of New York State Civil Service Law and City of Albany Civil Service Rules and Regulations;
- • Comprehensive knowledge of practices, policies, and procedures of public personnel administration;
- Comprehensive knowledge of City operations and functions;
- Good knowledge of the organization and functions of local government in New York State;
- Ability to use Human Resources Information Systems or business process management software of integrated applications related to finance and human resources;
- Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
- Ability to oversee and supervise the work of others;
- Ability to analyze and organize data and prepare and maintain detailed records and reports;
- Ability to establish and maintain effective working relationships with others and to deal effectively with the public;
- Ability to communicate effectively both orally and in writing;
- Ability to understand and follow complex oral and written instructions;
- Ability to analyze and resolve complex problems;
- Initiative;
- Sound judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration which shall have included supervision; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration which shall have included supervision; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience (or it's part-time equivalent) in human resources, public or business administration which shall have included supervision.
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

Issued: 10/30/19  
Revised: 6/24/20, 8/25/23