

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

The City of Albany, New York, recently named as one of the 50 best places to live in America by US News & World Report, is seeking a Director of Human Resources to join our team. This is an opportunity to live and work in a City ranked high on job market, value, quality of life, desirability, and net migration.

The Office of Human Resources supports a diverse, progressive, and high performing City workforce of 1,200+ employees. The HR Office provides all Departments with the resources and support they need to provide high quality, valued services to the public.

**Position Overview:**

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 the staffing and human resources-related needs of the City workforce.

The Director provides leadership, direction, counsel and support for 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 in carrying out appropriate human resource tasks
- Monitor and evaluate the efficiency and effectiveness of service delivery policies, practices, methods and procedures; implement process improvement initiatives while partnering with City departments
- 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; review and process paperwork; coordinate and collaborate with workers' compensation carrier
- Oversee the HR Office's annual budget. Monitor the budget to accomplish short and long-term objectives within budgetary guidelines

**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 public institutions and local community members
- Drive the development and implementation of best practices regarding employee retention

**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 general public.
- Serve as the liaison for HR Office with other departments and outside agencies; work collaboratively with Payroll Director, Chief Diversity Officer, Compliance Coordinator, Legal Department, Innovation Office, and other Administrative leaders on cross-departmental projects
- 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; negotiate and resolve sensitive and controversial issues.
- Participate in the development, preparation and analysis of labor contract proposals as part of the City negotiating team
- Coordinate with Legal Department on legal issues and risk management

### **Preferred Skills 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 influence, articulate, and translate strategic vision and goals into tactics that are realistic and effective
- 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 manage effectively in a rapidly changing environment while staying focused on priorities
- Ability to effectively manage and integrate multiple disciplines, including technical, operational, planning, and policy development

### **Preferred Qualifications:**

A Bachelor's degree and at least five (5) years of progressively responsible experience in an administrative/supervisory role. Public sector HR experience is preferred.

### **Compensation and Benefits:**

The annual salary is commensurate with qualifications and experience. The 2020 City Budget currently has the Director of Human Resources salary listed as \$85,653.

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. Applicant screening will begin ASAP.

### **Residency Requirement:**

The City of Albany has a residency requirement for all new employees. **Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment.** Employees hired after 2/26/2015 shall continue to be a resident of the City of Albany throughout their employment with the City, and failure to move into the City shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees. (§62-1 of Chapter 62 of the Code of the city of Albany)

**Application Process**

Please submit your resume and a cover letter to the Department of Administrative Services via e-mail to Celia Gonzalez at [cgonzalez@albany.ny.gov](mailto:cgonzalez@albany.ny.gov)