

## **Notice of Job Opening**

**Position:** Human Resources Director

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

\*PLEASE NOTE that this position's civil service jurisdictional classification is non-competitive.

**Department:** Administrative Services

**Number of Vacancies to be filled:** 1

**Rate of Pay:** Commensurate with qualifications and experience

**Schedule:** 37.5 hours/week

**Application Deadline:** **Until Filled**  
Please submit your resume and a cover letter via e-mail to [mperez@albanyny.gov](mailto:mperez@albanyny.gov)

**Residency Requirement:** YES  
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

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

**Posted on Friday, June 25, 2021.**

## **DIRECTOR OF HUMAN RESOURCES**

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, and 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; and
- Oversee the HR Office's annual budget.

#### *Civil Service, Recruitment & Talent Management*

- Oversee Civil Service administration within the geographic boundaries of the City of Albany (which includes within municipal government and for independent agencies), working closely with Legal Department, HR staff, Albany's Municipal Civil Service Commission, and New York State Department of Civil Service;
- Partner with senior staff to understand and anticipate hiring and development needs and 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; and
- 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; and
- Participate in the development, preparation and analysis of labor contract proposals as part of the City negotiating team;

### **Minimum Qualifications:**

Graduation from an accredited college or university with a Bachelor's Degree and at least three years of work experience in human resources, labor and employment law, labor relations, public administration, or related area.

### **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; and
- Ability to effectively manage and integrate multiple disciplines, including technical, operational, planning, and policy development.
- SHRM-CP or SHRM-SCP