



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN A. NIGRELLI**  
Acting Superintendent

**POSTING DATE: 03/16/2023**

**APPLICATION DUE BY: 03/26/2023**

**Title:** Associate Director of Human Resources 2  
Starting Salary: \$95,056.00

**Location:** Division Headquarters – Office of Human Resources  
Albany, New York 12226  
Albany County

**Salary Grade:** 27

**Employment Type:** Full-Time

**Work Days:** Monday through Friday

**Union Representation:** M/C

Under the direction of the Director of Human Resources, the Associate Director of Human Resources (M-2) administers various Human Resources activities throughout the agency. They are responsible for overseeing personnel administration, employee benefits, recruitment, and retention initiatives, as well as the employee recognition program. This position operates with a great deal of independence in planning, organizing, conducting, and coordinating Human Resources activities across the Division. Frequent communication with external stakeholders such as the Department of Civil Service, the Office of Employee Relations, Office of the State Comptroller, Executive Chamber, and Division of Budget are integral parts of this position.

Duties:

- Supports the vision of executive management by aligning human resource strategies with organizational goals.
- Provides advice and assistance to the Director of Human Resources to facilitate a continuous effort to improve operations, decrease cycle time, and streamline work processes.
- Develops new or revises existing human resources policies and procedures as needed.
- Ensures classification requests are appropriately researched which include all required supporting documentation and present clear, concise, and logical justifications.
- Reviews organizational relationships and the impact of changing programs on existing positions and organizational structures.

- Supervises the administration of appointment, assignment, and evaluation of Non-Sworn personnel.
- Researches, develops, and administers Civilian examinations with the assistance of the New York State Department of Civil Service, including logistical planning for examination locations throughout the state.
- Reviews the status of available and existing civilian eligible lists, current examination schedules, and existing and anticipated personnel requirements to identify critical examination considerations.
- Responsible for the oversight of the non-sworn background investigation process.
- Oversees the processing and maintenance of employee and payroll records, which may be performed by an enterprise service provider.
- Oversees the administration of employee benefits, employee recognition, and payroll services.
- In collaboration with the Director of Human Resources or executive staff, ensures all Human Resources activities comply with federal and state laws, rules, and regulations.
- Manages the development and maintenance of Human Resources data systems.
- Administers the agency leave and attendance program in conjunction with the Department of Civil Service and the Office of Employee Relations.
- Handles difficult and/or high-profile inquiries and situations regarding various benefits.
- Researches problems related to the administration of benefits and develops appropriate response.
- Maintains knowledgebase of all current agency contracts regarding benefits administration.

Minimum Qualifications:

- Transfer Qualifications: Candidates must have one year of permanent competitive service in a Grade M-1 or higher in a title designated as 52.6 transfer eligible.

**OR**

- Promotional/Provisional Qualifications: Candidates must have one year of permanent competitive service as a Human Resources Specialist 2, or Associate Director Human Resources 1.

**NOTE:** If the number of interested candidates is three or fewer, a competitive examination will not be held and the agency at its discretion may nominate a qualified employee for non-competitive promotion under the provisions of Section 52.7 of the Civil Service Law.

Preference will be given to candidates who have a strong working knowledge of Civil service rules and regulations regarding Staffing and Benefit Administration.

**HOW TO APPLY:**

Kindly send a letter of intent and complete resume to:

**Email:** [personnelresumes@troopers.ny.gov](mailto:personnelresumes@troopers.ny.gov)

**Place in the Subject line:** *Attention: Non-Sworn Hiring Unit*