



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN G. JAMES**  
Acting Superintendent

**POSTING DATE: 02/12/2024**

**APPLICATION DUE BY: 02/22/2024**

**Title:** Human Resources Specialist 2  
Starting Salary: \$81,792.00

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

**Salary Grade:** 23

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** M/C

### **DUTIES**

Assigned to the Office of Human Resources Management – Civilian Personnel Unit, the Human Resources Specialist 2 is expected to work with a significant degree of independence supporting agency program operations with staff recruitment and hiring, classification and compensation, personnel transactions and records management. Specifically, the incumbent will:

- Supervise and train lower-level subordinate staff in the procedures and techniques required to perform their duties.
- Schedule and assign work to subordinate staff; review work for accuracy and completeness and monitor work progress as well as review completed work. This may include reviewing vacancy announcements, reviewing candidate qualifications, and auditing personnel transactions.
- Develop and maintain relationships with hiring unit managers to assess recruitment needs and evaluate recruitment effectiveness by analyzing candidate pools. Work collaboratively with various stakeholders to develop recruitment strategies with may include researching and developing partnerships with various electronic recruiting platforms.
- Review and evaluate existing personnel unit policies, procedures and work processes; recommends and develops new procedures as needed.

- At the direction of the Human Resources Director, compose agency classification requests which include all supporting documents (justification letter, duties descriptions, and organization charts) after collaborating with agency program managers. Pre work may include conducting pertinent desk audits and studies, research of existing titles, and performing appropriate comparative analysis prior to developing classification recommendations.
- As needed, perform research and analysis in response to out of title work grievances. This may include conducting job audits, working with supervisor and managers, researching and comparative analysis of employee's duties with various titles.
- Oversee the New York State Police Internship Program.
- Performs other special projects or assignments as needed.

### **MINIMUM QUALIFICATIONS**

- One year of permanent service as a Human Resources Specialist 1, SG-18.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

### **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:** *HR Spec 2*