



**State  
Police**

**KATHY HOCHUL**  
Governor

**STEVEN G. JAMES**  
Superintendent

**POSTING DATE: 01/28/2025**

**APPLICATION DUE BY: 02/07/2025**

**Title:** Human Resources Specialist 3 (Labor Relations)  
Starting Salary: \$90,931.00

**Locations:** Division Headquarters – Employee Relations  
1220 Washington Avenue  
Building 22  
Albany, New York 12226

**Grade:** M1

**Employment Type:** Full-Time

**Work Days:** Monday-Friday

**Union Representation:** M/C

### **DUTIES**

- Functions as the Division's subject matter expert regarding all covered collective bargaining agreements.
- May participate in both statewide and agency level negotiations.
- Participates as active member in labor management committees and works with participants to resolve pending issues.
- Conducts necessary research and analysis to propose solutions for contract and out of title work grievances.
- Provides expert advice and assistance to program managers and supervisors in personnel matters.
- Reviews and evaluates policies and procedures; and provides recommendations.
- Reviews and evaluates changes in negotiated agreements and advises management of their impact on the labor relations program.
- May assist in the assessment of labor relations training needs; and works with Academy staff to develop training materials and curricula regarding employee relations, collective bargaining, contract administration, and employee discipline.

- Assists the Governor's Office of Employee Relations staff in presenting the State's case at improper practice hearings before the Public Employment Relations Board.
- Develops proposals for funding labor management projects from the various quality of work life committees and assists in their implementation.

### **MINIMUM QUALIFICATIONS**

- Eight (8) years of progressively more responsible experience in the field of labor relations administration. Experience must include labor/management committee administration, grievance investigation and review, improper practice review, contract negotiations, progressive discipline administration and employee counseling.

A Bachelor's Degree in a related field may substitute for four (4) years of experience. A Master's Degree may substitute for an additional year.

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, complete resume, and transcripts to:

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

**Place in the Subject line:** *HR Spec 3*

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with the disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or [personnel@troopers.ny.gov](mailto:personnel@troopers.ny.gov).