



**State
Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 01/30/2025

APPLICATION DUE BY: 02/09/2025

Title: Human Resources Specialist 2
Starting Salary: \$84,246.00

Location: Division Headquarters – Sworn Member Hiring Unit
Albany, New York 12226
Albany County

Salary Grade: 23

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: M/C

The position of Human Resources Specialist 2, SG-23, assigned to the Office of Human Resources – Member Hiring Unit is responsible for the administration and selection process for the position of New York State Trooper.

DUTIES

- Assist in all planning and operations pertaining to candidate processing and the appointment process for the position of Trooper - from establishing the candidate pool to the appointment of candidates to the New York State Police Academy.
- Manage all correspondence related to Trooper candidates. Including but not limited to, candidate deferral requests, candidate “failure to comply” notifications, police agency information requests, candidate disqualification and candidate appointment.
- Identify staffing needs and assign tasks for optimal results. Supervise and train lower-level subordinate staff in the procedures and techniques required to perform their duties.
- Assist in development and upgrade of the Trooper Exam System. Primary user of the database with working knowledge of the system.
- Schedule meetings with the Division Physician on a regular basis to review candidate medical documentation. Periodically, these meetings result in the need to consult with a member of counsel’s office regarding possible disqualification.
- Manage the tracking of fingerprint responses, psychological exam, and drug screening results. Ensuring all submissions are made in a timely fashion.
- Process and sign claim for payment forms and QM-19's for various portions of

selection process.

- Responsible for responding to both verbal and written inquiries from internal and external sources regarding trooper candidates.
- Ensure all background investigations are thoroughly assembled including the psychological and polygraph exams, fingerprinting, and supervise assembly of investigations and oversee routing and review of backgrounds.
- Initiate background update for former Troopers requesting reinstatement.
- Oversee preparation and completion of all forms relating to orientation and on-boarding of new Troopers, including payroll, health insurance, retirement, oath of office, and beneficiary information. Supervise prompt and professional collection of forms and distribution to the appropriate sections.
- Prepare and forward FOIL requests.
- Review military documentation for acceptability toward Veteran Preference points, education waiver and over age waiver. The documentation includes DD-214, Veteran Administration Disability documentation and military orders.
- Prepare graduating Academy Class seniority report and Veteran's Preference point usage memoranda.
- Complete special projects as assigned by command staff.

MINIMUM QUALIFICATIONS

- One year of permanent service in a SG-18 or higher personnel, payroll or administrative title.

Or

- 7 years of relevant experience performing duties associated with human resources activities such as staffing and recruitment, examination administration, and/or personnel records management.

Note: A Bachelor's degree may be substituted for four (4) years of experience; A Master's degree may be substitute for an additional one (1) year of experience.

Preference may be given to candidates with:

- Previous HR experience.
- Previous supervisory experience.

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

Place in the Subject line: *HR Spec 2*

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.