

**NEW YORK STATE DIVISION OF HUMAN RIGHTS**

**JOB OPPORTUNITY**

**(FOR NEW YORK STATE EMPLOYEES ONLY)**

<b>DATE POSTED:</b> JUNE 10, 2020	<b>POSTING END DATE:</b> JULY 10, 2020
<b>TITLE:</b>	<b>DIRECTOR OF HUMAN RESOURCES 1</b>
<b>GRADE/NEGOTIATING UNIT</b>	<b>M-1, M/C</b>
<b>JURISDICTIONAL CLASS</b>	<b>COMPETITIVE</b>
<b>ANNUAL SALARY (Hiring Rate)</b>	<b>\$80,768 plus \$3,026 location pay)</b>
<b>LOCATION:</b>	<b>BRONX, NY</b>

**DUTIES DESCRIPTION**

The Director of Human Resources aids the Executive Staff at the New York State Division of Human Rights in providing leadership to the agency in the formulation of the agency's overall classification, recruitment, staff selection and placement; labor relations; and talent management policies and their implementation. In this capacity, incumbents provide supervision and direction to subordinates working in each of the above functional areas and ensure that the agency recruits, develops, and maintains a competent workforce to achieve its goals and objectives. Incumbents lead strategic planning efforts by utilizing human resources analytics to create and maintain an enterprise approach to managing government and serve as a link between program staff and employees. Specific duties include:

- Supports executive management's vision by aligning human resources strategies with organizational goals.
- Represents the agency on workgroups, committees, and in other forums related to the classification, recruitment, and placement of staff, talent management, and labor relations functional areas.
- Serves as the primary representative of the agency with the Department of Civil Service, Governor's Office of Employee Relations, Division of Budget, Office of the State Comptroller, Executive Chamber, and enterprise service providers on human resources issues.
- Utilizes performance management principles and practices that monitor and accurately assess employee performance on a continuous basis.
- Directs the recruitment, selection and retention of employees; the classification and allocation of positions; and employee-oriented services.
- Oversees the processing and maintenance of employee and payroll records, which may be performed by an enterprise service provider; ensures compliance with applicable laws, rules, and regulations.
- Supervises the administration of the employee insurance program, pre-retirement counseling and education, and other employee benefits, which may be performed by an enterprise service provider.
- Oversees the on-boarding process for new employees.
- Manages an effective employee relations program; implements an effective communication plan to keep employees up to date on organizational changes, new or modified policies and procedures, and other issues affecting the workplace.
- Ensures all human resources activities comply with federal and State laws, rules and regulations.
- Participates in implementing organizational development strategies, including succession planning, program restructuring, and change management.
- Manages the development and maintenance of human resources data systems.
- Plans, directs, supervises, and coordinates the work of professional and administrative support staff.

**MINIMUM QUALIFICATIONS**

- **Promotional:** one year of service at Grade 23 in a human resources, training, or labor relations title.
- **Transfer:** Candidates must have at least one year of permanent service as a Director of Human Resources 1 and be eligible for lateral transfer.

**PREFERRED QUALIFICATIONS**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of Civil Service employment-related laws and regulations.
- Proficient with Microsoft Office Suite.

**Resumes should be sent to:** Ali Jafri, Director of Human Resources Management  
One Fordham Plaza, 4<sup>th</sup> Floor  
Bronx, NY 10458  
E-mail: resume@dhr.ny.gov

**NEW YORK STATE DIVISION OF HUMAN RIGHTS**  
**An Equal Opportunity/Affirmative Action Employer.**

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via e-mail at Info@goer.ny.gov*