

NEW YORK STATE DIVISION OF HUMAN RIGHTS

TRANSFER OPPORTUNITY

(OPEN ONLY TO NEW YORK STATE EMPLOYEES)

DATE POSTED: AUGUST 1, 2023 **POSTING END DATE: UNTIL FILLED**
TITLE: **HUMAN RESOURCES SPECIALIST 1**
GRADE/NEGOTIATING UNIT **18 / M/C**
JURISDICTIONAL CLASS **PERMANENT**
ANNUAL SALARY **\$63,266 - \$78,505 (PLUS \$3,026 LOCATION PAY)**
LOCATION: **BRONX, NY**

DUTIES DESCRIPTION

DUTIES: The New York State Division of Human Rights' Human Resources (HR) Office is filling a position of Human Resources Specialist 1, G-18. HR provides personnel and payroll services, staff development, labor relations and employee benefits. The duties of this position will include, but not be limited to:

- performing various activities related to personnel, payroll, staffing, classification, compensation, and employee services and benefits;
- working closely with program managers to ensure the recruitment & selection and development of qualified, competent and diversified workforce;
- providing technical assistance and guidance to program managers on variety of human resources, labor relations and civil service issues;
- assisting with employee grievances and disciplines;
- monitoring agency time and attendance program;
- performing various activities related to staffing, classification, payroll, compensation, and employee services and benefits;
- assisting in the development and implementation of new program initiatives, assisting programs with organizational planning, staff-development, career mobility initiatives;
- conduct training activities; and
- completing special projects as assigned.

MINIMUM QUALIFICATIONS

Candidates must have one year of permanent competitive service as a Human Resources Specialist 1.

Resumes should be sent to: Janaire Malloy, Director of Human Resources Management
One Fordham Plaza, 4th Floor
Bronx, New York 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@oer.ny.gov