

STATE OF NEW YORK  
 DIVISION OF MILITARY AND NAVAL AFFAIRS  
 330 OLD NISKAYUNA ROAD  
 LATHAM, NEW YORK 12110

**VACANCY ANNOUNCEMENT #24-68**

**CLOSING DATE: CONTINUAL UNTIL FILLED.**

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

**POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.**

Title:	Human Resources Specialist 1
Locations:	New York State Division of Military and Naval Affairs (DMNA):  Latham Headquarters <ul style="list-style-type: none"> <li>• Directorate of State Human Resources – (2 vacancies)</li> </ul>
Salary Grade:	Management/Confidential (MC) NS
Salary Range:	Expected within: \$69,653- \$78,950
Duties and Responsibilities:	<p>For the purpose of staffing, developing and maintaining an adequate and competent workforce, the Human Resources Specialist (HR Specialist) performs a variety of personnel activities and transactions to include: position classification and compensation; employee recruitment, placement, and retention activities; benefits administration, health and safety assessments, employee counseling employee recognition programs, labor relations, payroll transactions, training and other employee services. In addition, due to the unique aspect of DMNA, the HR Specialist performs a variety of duties and responsibilities in support of State Active Duty (SAD) military missions to include but not limited to SAD payroll and Line of Duty (LOD) investigation file management. The HR Specialist series may include supervising subordinate personnel in the performance of human resources responsibilities.</p> <p>The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. When appropriate, the position may report to state and/or federal supervisory personnel. This position is management/confidential and is not covered under labor contract provisions within the DMNA.</p> <p>Specifically, duties may include but are not limited to:</p>

- Provides technical guidance, direction and assistance to staff as needed.
- Reviews organizational relationships and the impact of changing programs on existing positions and organizational structures.
- Conducts pertinent audits and studies, analyzes data and develops appropriate recommendations.
- Develops and/or reviews requests for new positions, reclassifications, reallocations, increased minimum hiring rates, geographic and shift pay differentials and related classification and compensation matters.
- Prepares agency classification requests and supporting justifications.
- Confers with program staff, Department of Civil Service and Division of the Budget representatives as necessary to further explain and support classification proposals.
- Reviews tentative classification standards; and coordinates with affected program staff for appropriate and timely comment.
- Confers with agency program managers and Department of Civil Service representatives on possible actions to meet specific recruitment needs.
- Prepares personnel transactions in accordance with applicable rules, regulations and directives.
- Advises program managers, supervisors and individual employees on applicable laws, rules, directives or negotiated agreements which affect the appointment, promotion, termination or salary of employees.
- Prepares various personnel reports and related correspondence.
- Administers tasks pertaining to the appointment, assignment and evaluation of personnel.
- Corresponds or meets with potential applicants to resolve inquiries regarding employment opportunities.
- Administers the maintenance of a position or item control system to facilitate effective and efficient utilization of organizational staff.
- Directs the preparation and adaptation of agency personnel manuals and employee informational handbooks.
- Oversees the administration of the time and attendance rules as modified by negotiated agreements; and pertinent leave programs such as military, educational and sick leave.
- Disseminates information on training and promotion opportunities and related programs for potential employee self-improvement.
- May counsel individuals on career programs and goals.
- Supervises the activities of subordinate staff engaged in supporting the agency's state workforce.
- Supervises the administration of employee insurance programs, survivor benefits, workers' compensation, organizational health, safety and related programs including retirement counseling.
- May be responsible for assisting in payroll matters and processing.
- Assists in the development, implementation, daily operations and execution and other matters related to the State Active Duty (SAD) active missions to include activities such as: payroll entry and processing, Line of Duty (LOD) investigations and medical documentation, benefits questions, Orders and DMNA Regulation review and modifications.

	<ul style="list-style-type: none"> <li>• Responsible for reviewing and tracking overtime expenditures in accordance with agency directives.</li> <li>• Coordinate all personnel activities associated with hourly hires such as reviewing hiring paperwork for accuracy; providing supervisory guidance; track hours associated with non-military use contracts and other requirements.</li> <li>• Will assist in the tracking and projecting personnel hiring including full-time equivalents (FTE) review and budgeting.</li> <li>• May assist with coordinating activities associated with State Awards, tracking certifications, employee recognition, years' of service awards, training dates and mandates, and other tracking of employee data information.</li> <li>• May present at or assist with presentation and training events and oversight of the Statewide Learning Management (SLMS) system.</li> <li>• Performs other job related duties as assigned.</li> </ul>
<p>Job Requirements:</p>	<p>An individual appointed to a HR Specialist position must be able to take direction, comprehend many assignments at one time, pay attention to detail, analyze and process large amounts of data, supervise subordinate personnel, present material to supervisor and other individuals clearly and concisely, exercise extreme confidentiality in working with personnel and medical records and require minimal supervision in completing tasks timely and accurately.</p> <ul style="list-style-type: none"> <li>• Working knowledge of the principals and practices of personnel administration, particularly (preferred) as practiced under the provisions of New York State policies and procedures.</li> <li>• Experience working with labor unions, collective bargaining agreements and/or pertinent knowledge of grievance and disciplinary procedures - preferably experience working with New York State labor agreements.</li> <li>• Must be able to interpret regulations and statutes and ensure proper compliance.</li> <li>• Must be proficient in Microsoft Office Word and Excel. Ability to use PowerPoint preferred.</li> <li>• Strong organizational skills.</li> <li>• Ability to perform tasks with minimal supervision.</li> <li>• Experience in multi-tasking and prioritizing multiple deadlines.</li> <li>• Strong communication skills – written and verbal.</li> <li>• Ability to prepare written material in a clear and concise form.</li> <li>• Ability to read and write in English.</li> <li>• Demonstrated reliability and trustworthiness.</li> <li>• Ability to read, understand and apply laws, procedures, rules, regulations and guidelines where there are not clear precedents or procedures previously established.</li> <li>• Ability to interact well with different groups of people, including co-workers and management comprised of both Federal and State personnel.</li> <li>• Ability to organize and analyze facts, and to draw logical conclusions.</li> <li>• Ability to identify and resolve personnel problems.</li> <li>• Ability to effectively supervise and coordinate the efforts of others.</li> </ul>

- Ability to provide direction and training to staff in effective personnel procedures.
- Working Knowledge of the principals and techniques of supervision.
- Ability to review and understand complex and lengthy documents while at the same time proofread and make editing recommendations.
- Must complete and attend training as required.
- May have to travel to meet job requirements, administer personnel activities, conduct presentations, address employee and labor relations matters, etc.
- Travel may occur using various modes of transportation to include driving and/or flying.
- Overtime may be required.
- Additional duties as assigned.

**Minimum Qualifications:**

A Bachelor's degree from a regionally accredited college or university in Business Administration, Public Administration, Human Resources Management, Political Science or related degree; plus two (2) years of full-time experience in Business or Public Administration, or related administrative field.

**OR**

An Associate's degree from a regionally accredited college or university, in Business Administration, Public Administration, Human Resources Management, Political Science or related degree; plus four (4) years of full-time experience in Business or Public Administration, or related administrative field.

**OR**

Six (6) years of full time experience in Business or Public Administration or related administrative field with some supervision of subordinate personnel.\*\*

**AND**

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET or other clearance may be required.

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. Must report any change in driver's license status to the State Human Resources Office (MNHS).

Must be proficient in, and able to independently use Microsoft Office software – MS Word and Excel. Ability to use PowerPoint and/or Access also preferred. \*\*\*

Within Ninety (90) days of appointment must successfully complete all Statewide Financial System (SFS) and Statewide Learning Management System (SLMS) required training as related to job assignments. \*\*\*

\*\* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate the combined education and years of experience necessary for each classification with direct relevance to the job duties noted above. Years of experience maybe adjusted based on level of previous experience and supervision.

\*\*\* Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required.

At all times, the employee MUST maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for any further information regarding the position requirements.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note your specific license or certification to meet requirements.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

**Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.**

E-mail to: [ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil)

FAX to: (518) 786-6085

Questions: (518) 786-4830

Mail to:

New York State Division of Military and Naval Affairs

State Human Resources Management

330 Old Niskayuna Road

Latham, New York 12110-3514

Attn: Classifications

	<p><b>POSITION WILL BE POSTED UNTIL FILLED.</b></p> <p><b>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</b></p>
Subject of Interview:	<p>ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
POSTED: NOVEMBER 15, 2024	

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New York State is an Equal Opportunity/Affirmative Action Employer.