

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

VACANCY ANNOUNCEMENT #25-22

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:	Associate Director State Human Resources 3/Deputy Director of State Human Resources/MNHS
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters Directorate of State Human Resources (MNHS) – (1 vacancy)
Salary Grade:	Management/Confidential (M/C) N/S
Salary Range:	Expected within: \$111,925 - \$134,653 (M3 range approved)
Duties and Responsibilities:	<p>Reporting to the Director, the Associate Directors of State Human Resources (ADSHR) 3 (Deputy Directors) administer one or more major human resources activities, including recruitment, examination, and placement; position classification and compensation; and employee services such as employee benefit, health and safety, employee counseling, and employee recognition programs for the agency. Additionally, the ADSHR3, provides direct oversight to the Personnel and State Active Duty (SAD) units within the Directorate. These position serve as second-in-command of the entire human resources function, and oversee one or more major functional areas (Personnel or SAD). Incumbents assist in strategic and workforce planning efforts and directly supervise professional staff performing specific assignments such as position classification, staff development, employee services, employee and labor relations, employee payroll, SAD payroll, SAD Line of Duty investigations and/or SAD EO investigations along with general support activities in recruiting, developing, and maintaining a competent workforce to achieve the agency's goals and objectives.</p> <p>The Associate Directors of State Human Resources have some overlap in duties and responsibilities but have primary functions based on taskings/assignment areas within the Directorate. DMNA's State HR functions have wide breadth and depth in regard to staffing services, position classification, and employee services programs based on the unique and complex agency</p>

organizational structure. ADSHR3 has direct supervision over the unit's professional staff.

For the purposes of HR functions, DMNA's combined workforce of state employees and SAD service members falls within a large agency range (1,301-8,000 employees). Further, while there is currently an active SAD force of approximately 3,000, the reserve force of over 20,000 members, who may be called on for service, requires significant data management to ensure accuracy of personnel information in order for them to receive proper pay in the event of an activation.

- Oversees DMNA's active staffing, position classification, and employee service programs to ensure a diverse and equitable classification across a large geographic disbursement area.
- Manages the day-to-day office operations for DMNA's personnel and SAD units.
- Assists in providing guidance and oversight with the state labor relations unit including advisement on discipline and grievance procedures; advice and assistance to with implementing DMNA's negotiated contract with CSEA and maintaining effective labor and employee relations.
- As needed coordinates issues/changes with the Business Service Center (BSC).
- Assists tracking and projecting payroll spending for state employees and SAD missions.
- Oversees administration of the agency's training and development program by applying management, educational, adult learning, and multi-disciplinary methods, principles, and techniques in the development and administration of training and employee development programs.
- Works to ensure both state employees and SAD service members have all proper training necessary in accordance with State requirements/guidelines.
- Provides oversight of staff activities in processing the bi-weekly SAD payroll.
- Is an alternate administrator for the State payroll system PAYSERV.
- Works to ensure all payroll matters for state employees and SAD service members are compliant with statute and regulation, all data entry is accurate, and pay matters are addressed timely.
- Supports executive management's vision by aligning human resources functional areas with organizational goals.
- Provides advice and assistance to the Director State Human Resources or other administrators in an effort to improve operations, decrease cycle time, streamline work processes, and cooperatively provide quality customer service; especially in relation to payroll matters.
- Represents the DMNA resolving issues with other partner agencies such as the Department of Civil Service, the Office of the State Comptroller, the Office of Employee Relations, and the Division of the Budget.
- Plans, organizes, develops and directs the staffing, position classification, and employee services program for an agency.
- Evaluates the effectiveness and efficiency of the human resources function and proposes recommendations for improvement.
- May collaborate with executive staff members on HR matters.

- Advises unit and agency leadership when issues/concerns arise to ensure coordination with employees, the BSC and/or when needed, the union representatives.
- Responds to employee verification requests, unemployment data inquiries, NYS Retirement forms and other pay related issues. May represent the agency at hearings as needed.
- Oversees or coordinates the processing and maintenance of employee records – state and SAD – to ensure compliance with regulations and requirements.
- Participates in the development and maintenance of a position or item control system/process to ensure the most efficient and effective utilization of agency staff.
- Supervises the maintenance of a complete inventory of position descriptions, job requirements and performance measures.
- Serves as an advisor to agency management in matters relating to staffing, appropriate titles, salaries, and job requirements for state employees.
- Serves as an advisor to agency management in matters relating SAD payroll, injuries and other personnel related issues when performing military service for the State.
- May collaborate with executive staff members to identify suitable candidates to fill vacancies.
- Develops and maintains the implementation of agency procedures for analyzing jobs and determining the knowledges, skills, and abilities for which position descriptions must be developed. Coordinates with CSEA where applicable.
- Assists and guides in the preparation and review of interview questions, DMNA hiring examinations and or works to identify subject matter area experts such as the the Department of Civil Service Classification and Compensation.
- Develops policies and procedures for the appointment and assignment of employees.
- Supervises the processing of employee transactions to ensure compliance with state and federal laws, rules and regulations.
- Oversees the agency's attendance and leave staff and ensures dissemination of information relating to same.
- Basic knowledge of applicable rules and regulations associated with Human Resources; prefer experience with state personnel rules and requirements and or SAD procedures and policies.
- Develops effective procedures for tracking the evaluation of probationary work performance and for annual performance evaluation ratings and appraisals.
- May personally review performance evaluation reports to identify potential problems; seeks to resolve or direct to higher review for correction.
- May supervise/oversee the administration of the employee benefits, employee recognition, and agency health and safety programs, which may be performed by an enterprise service provider.
- Develops procedures to ensure the effective dissemination of all available employee services to staff and to SAD service members.
- Supervises or conducts a career mobility and pre-retirement information and guidance. Ensures proper hiring, orientation and separation transactions are completed.

- Plans, directs, supervises, and coordinates the work activities of subordinate professional and clerical staff.
- In collaboration with Director or executive staff, ensures all human resources activities comply with federal and State laws, rules and regulations for state employees and where applicable SAD service members.
- Participates in developing and implementing a diversity and inclusion plan for the agency and/or facilities.
- Participates in implementing organizational development strategies, including succession planning, leadership development, programs restructuring, and change management.
- Oversees and 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.
- Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word, Excel, electronic mail (e-mail) and internet searches such as for postal/carrier information or supply products.
- Must have good verbal and written communication skills; be able to clearly and concisely prepare written documentation.
- Ability to read and write in English.
- Ability to work independently with minimal supervision as well as with other individuals in a project/team setting.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel, and the public.
- Ability to work with and analyze data and information with attention to detail and minimize errors.
- Must demonstrate reliability, trustworthiness, and exercise considerable confidentiality.
- Working knowledge/experience of the principals and techniques of supervision.
- Attends and completes additional training as required.
- Travel may be required using various modes of transportation to include driving and/or flying.
- May require schedule adjustments and additional hours, especially during SAD activations.
- Other duties as assigned.

Minimum Qualifications:

One year of service as an Associate Director Human Resources 1 or 2.

OR

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 five (5) years of progressive full-time experience in Human Resources or related title/field.

OR

An Associate degree from a regionally accredited college or university, in Business Administration, Public Administration, Human Resources Management, Political Science or related degree; plus seven (7) years of progressive full-time experience in Human Resources or related title/field.

OR

Nine (9) years of progressive full-time experience in Human Resources or related title/field with some supervision of subordinate personnel.*

AND

As a condition of employment must successfully complete a state and federal background investigation process to determine suitability, loyalty, and trustworthiness and obtain appropriate clearance to allow access to computer networks and restricted areas. Currently, the National Guard Bureau (NGB) required background investigation minimum is a National Agency Check with Inquiry (NACI) but 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 receiving access to computer network, 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, especially military, may be considered, however, candidate must demonstrate the combined education and years of experience relate to the qualifications and have direct relevance to the job duties noted above.

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

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 an interview, please submit your cover letter and resume to one of the following:

BY E-MAIL (PREFERRED METHOD):

Send to: ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil

Subject line to say: Job Title and Location

BY MAIL:

New York State Division of Military and Naval Affairs
State Human Resources Management
330 Old Niskayuna Road
Latham, New York 12110-3514
Attn: Classifications

BY FAX:

(518) 786-6085
Fax Cover sheet to say: Job Title and Location

In your submission, please be sure to indicate **what position and location you are apply to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade.

Vagueness and omissions will not be resolved in your favor.

For questions, please reach out to Sate Human Resources at (518) 786-4830

This vacancy announcement will be posted until filled.

Vacancy announcements can be closed 15 days after the original posting date listed below.

Subject of Interview:

ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION.

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.

POSTED: MARCH 27, 2025; UPDATED MARCH 28, 2025

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