

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

VACANCY ANNOUNCEMENT #25-62

CLOSING DATE: NOVEMBER 4, 2025

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 3 (SAD)
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters Directorate of State Human Resources (MNHS) – (1 vacancy)
Salary Grade:	MC/NS
Salary Range:	Anticipated Salary: \$93,659
Duties and Responsibilities:	For the purpose of staffing, developing and maintaining an adequate and competent workforce, the Human Resources Specialist (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. In addition, the 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. 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. Specifically, duties may include but are not limited to: Assists in the development, implementation, and execution of State HR matters related to the State Active Duty (SAD) missions such as payroll entry and processing, Line of Duty (LOD) investigations and medical

documentation, benefits questions, Orders and DMNA Regulation review and modifications.

- Responsible for overseeing, correcting and reporting for payroll matters and processing.
- Provides technical guidance, direction and assistance to staff as needed.
- Conducts pertinent audits and studies, analyzes data and develops appropriate recommendations.
- Oversees the administration of the time and attendance rules and procedures.
- Prepares personnel transactions in accordance with applicable rules, regulations, and directives.
- Prepares various personnel reports and related correspondence.
- Administers tasks pertaining to the appointment, assignment and evaluation of personnel.
- Directs the preparation and adaptation of agency personnel manuals and employee informational handbooks.
- 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.
- Supervises the administration/implementation of employee programs such as benefits, workers' compensation, FMLA, Paid Family Leave (PFL), retirement seminars and related programs.
- Responsible for reviewing and tracking overtime expenditures in accordance with agency directives.
- Reviews organizational relationships and the impact of changing programs on existing positions and organizational structures.
- 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.
- 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 agency classification requests, coordinates with affected program staff for input/comment, liaisons with agency partners such as CSEA and DOB for changes/updates to standards.
- Coordinate all personnel activities associated with temporary/seasonal hourly hires.
- Will assist in tracking and projecting personnel hiring including full-time equivalents (FTE) review and budgeting forecasts.
- May assist with or be assigned other coordinating activities such as employee recognition, years of service awards, training and mandates, and other employee data information.
- May present at or assist with presentation and training events and oversight of the Statewide Learning Management (SLMS) system.
- Performs other job-related duties as assigned.

JOB REQUIREMENTS:

An individual appointed to an HR Specialist 3 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 materials 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.

- Preferred working knowledge of the principals and practices of personnel administration, particularly as practiced under the provisions of New York State policies and procedures.
- Must be able to interpret regulations and statutes and ensure proper compliance.
- Must be proficient in Microsoft Office Word and Excel. Ability to use PowerPoint preferred.
- Strong organizational skills.
- Ability to perform tasks with minimal supervision.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Strong communication skills – written and verbal.
- Ability to prepare written material in a clear and concise form.
- Ability to read and write in English.
- Demonstrated reliability and trustworthiness.
- Ability to read, understand and apply laws, procedures, rules, regulations, and guidelines where there are not clear precedents or procedures previously established.
- Ability to interact well with different groups of people, including co-workers and management comprised of both Federal and State personnel.
- Ability to organize and analyze facts, and to draw logical conclusions.
- Ability to identify and resolve personnel problems.
- Ability to effectively supervise and coordinate the efforts of others.
- Ability to provide direction and training to staff in effective personnel procedures.
- Preferred experience working with labor unions, collective bargaining agreements and/or pertinent knowledge of grievance and disciplinary procedures, particularly as practiced under the provisions of New York State policies and procedures.
- Working Knowledge of the principals and techniques of supervision.
- 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.

The Human Resources Specialist 3 works at higher level of supervisory and performance level; performs duties in the functional areas listed above and is

	generally responsible for a significant segment of the overall agency human resources program. Incumbents typically supervise subordinate staff, including Human Resources Specialists, trainees, administrative support employees and SAD service members. Under general direction, incumbents operate with relative independence in planning, organizing, conducting, and coordinating human resources activities to attain specific objectives. They may personally conduct studies with significant agency ramifications and participate on intra or interdepartmental committees concerned with resolving broad issues in human resources administration. These positions will have significant responsibility in coordinating matters between the HR Office, other directorates, other state agencies, and SAD mission commanders. As assigned, the incumbent will be responsible for ensuring all aspects of personnel transactions are completed accurately, timely and in accordance with all policies. This will include either SAD service member transactions (payroll, injury, investigation and/or 9/11 matters), or state employee personnel transactions (such as hiring/separation, training, orientation, benefits administration and payroll). The incumbent reports directly to the Director or Deputy Director of HR.
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 four (4) years of full-time experience in Human Resources, Business, Public Administration, or related administrative field. Supervisory experience preferred. 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 six (6) years of full-time experience in Human Resources, Business, Public Administration, or related administrative field. Supervisory experience preferred. OR Eight (8) years of full-time experience in Human Resources, Business, 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 Tier 1 investigation 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 changes to supervisor. 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 matches the classification requirement with direct relevance to the job duties noted above. Combination experience/education credits but not necessarily a degree and/or certifications must reach 8 years as well as some supervisory role(s).

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

BY E-MAIL (PREFERRED METHOD):

Send to: ng.ny.nyarng.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 applying 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 State Human Resources at (518) 786-4830

	This vacancy announcement will be posted until NOVEMBER 4, 2025.
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: OCTOBER 24, 2025	

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