

**Position Title:** Human Resources Specialist  
**Department:** Human Resources  
**Location:** Albany, NY  
**Hiring Rate:** \$50,339  
**Bargaining Unit:** Confidential  
**Posting Date:** June 29, 2021

## Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

## Applicant Instructions

To apply to this job opportunity:

[Please click here](#)

## For further questions please contact: Human Resources

515 Broadway, Albany, NY 12207  
518.257.3550 (fax)  
[Recruiting@DASNY.org](mailto:Recruiting@DASNY.org) (e-mail)

*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 email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*

# Position Description

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<b>Position Title:</b>	<b>Human Resources Specialist</b>
<b>Grade/Classification:</b>	<b>2 – Para- and Entry-Level Professional</b>
<b>Bargaining Unit:</b>	<b>Confidential</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>

Last Revised: June 22, 2021

## Primary Purpose

The Human Resources Specialist provides confidential high-level administrative support for all functional areas, administers employee benefit programs, and works independently on other areas of Human Resources as assigned.

## Essential Functions

- Provide administrative support to the Human Resources department, including recruitment, benefits, labor relations, performance management, onboarding, training, budget, and special projects.
- Prepare and process all human resources/payroll transactions ensuring appropriate staff are notified of transactions in a timely manner.
- Enter and update information including benefits-related transactions in the Human Resources Management system (HRM) and related internal and external systems; audit and review data entered and received to ensure data integrity; provide information to authorized internal and external parties as appropriate.
- Review and reconcile various reports, invoices, data, and documents taking corrective action as needed.
- Process and monitor all employee leaves of absence and associated programs, providing guidance and notification of benefit impact, and coordinating with other departments.
- Monitor the assignment duration for all temporary employees, coordinate with applicable supervisors, obtain appropriate justification to extend services, prepare corresponding extension and/or separation documentation for approval, and coordinate with other departments.
- Research and prepare responses to internal and external inquiries and/or requests for information, prepare draft correspondence, and respond directly to inquiries as appropriate. Gather and summarize information, prepare, format, and distribute various periodic and ad hoc reports to internal and external parties.
- Handle administrative aspects of DASNY's recruitment and background check process including placing advertisements/postings, pre-screening applicants, performing initial review of resumes, scheduling interviews, conducting and scoring applicant tests, sending requests for background checks, receiving, processing and maintaining log of background checks, and preparing recruitment-related correspondence.
- Assist in developing intern and professional networks to support talent acquisition. May recruit for and coordinate the annual internship program.
- Assist with Human Resources social media presence and communications including designing recruitment videos, coordinating with Communications and Marketing department to promote DASNY via various social media outlets, developing Human Resources intranet pages for specific benefits issues, and developing department newsletter.
- Prepare onboarding letters and facilitate the coordination of orientation materials to new employees.
- Conduct employee onboarding, retirement planning, and separation sessions.
- Proactively communicate all benefits information to staff and respond to related inquiries.

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- Responsible for the administration of DASNY's probationary policy including sending notices to supervisor and employee for each phase of the probationary period, receiving probation reports, monitoring the process, and following up with supervisors and chain of command as necessary.
- Handle administrative aspects of the DASNY's annual performance evaluation program including the coordination, monitoring, and maintenance of performance evaluation electronic records, files and/or reports.
- Perform administrative functions related to training including scheduling training sessions, enrolling staff in classes, sending training registration confirmations, entering and updating information in the learning management system, and preparing and distributing training materials. Research, review, and recommend training offerings as directed.
- Set up purchase orders, prepare cash authorizations, and coordinate with vendors for services and payments.
- Review unit forms, processes, and programs and make recommendations for improvements, streamlining, and automation; serve as the unit form/template liaison, creating and updating forms/templates and testing functionality. Research information, compile data, prepare findings, and make recommendations on Human Resources programs as directed.
- Prepare documents such as collective bargaining agreements, employee handbook, and procurement-related documents.
- Administer the annual benefits option transfer and open enrollments periods. Calculate benefits-related premiums, deductions, and rates and coordinate with Payroll unit as necessary.
- Administer DASNY's tuition reimbursement program.
- Serve on Human Resources and related RFP committees including working with procurement staff to develop advertisements, outreach, scope of service, and qualifications.
- Plan and coordinate - fairs, information sessions, wellness programs, volunteer initiatives, donation drives, and other events/initiatives.
- Maintain the Human Resources unit's general and employee personnel files, following DASNY's guidelines on records retention and disposition.
- Review and route correspondence and other documents, as directed.
- Photocopy files for FOIL requests, legal cases, and other internal/external requests for information.
- Keep abreast of changes in health benefits and cost trends, provide updates to department, and coordinate with payroll staff.
- Maintain current knowledge of all laws, rules, regulations, and policies that govern employee hiring, benefits, and separations.

## Other Duties and Responsibilities

- Assist with testing software and database functionality.
- Undertake special assignments as directed.
- Assist with the documentation and implementation of procedures.
- Assist with internal controls implementation, review and testing.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Information Technology Services. (Standards can be found on the Intranet).

## Supervision

May supervise employees.

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## Physical/Mental/Visual Demands

Occasional travel is required using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Overtime or extended work hours may be required.

## Work Environment

Standard office environment including the use of one or more of the following: PC, telephone, fax machine, printer, copier, scanner, electronic stapler, three-hole punch, date stamp, shredder.

## Minimum Qualifications

Bachelor's degree and one year relevant experience; or Associates Degree and three years relevant experience; or High School Diploma or equivalent and four years of DASNY relevant experience.

## Preferred Qualifications

Bachelor's degree in Human Resources or related field and two years relevant experience administering support in the areas of recruitment, benefits, onboarding, and labor relations, and maintaining accurate information in HRIS systems; or Associates degree in Human Services or related field and four years relevant experience administering support in the areas of recruitment, benefits, onboarding, and labor relations and maintaining accurate information in HRIS systems.

## Essential Skills

- Demonstrated judgment and discretion in matters of confidentiality.
- Demonstrated accuracy and attention to detail.
- Excellent oral and written communication skills.
- Excellent interpersonal skills.
- Demonstrated organizational skills and ability to prioritize.
- Demonstrated mathematical and analytical skills.
- Working knowledge of FMLA, ADA, and HIPAA.
- Proficiency in PC applications such as Outlook, Excel, Word and PowerPoint.