



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

Human Resources Specialist Office of Human Resources Management New York, NY

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high-quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnaukas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

The incumbent will perform a wide range of personnel activities across all HCR payrolls (DHCR, HTFC, SONYMA, HFA, AHC). The incumbent will be responsible for position classification, recruitment, onboarding and employee services, for the purpose of staffing, developing, and maintaining an adequate and competent work force. In addition, the incumbent may assist in HCR's labor relations and staff development programs.



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Duties include:

- participation in position classification process;
- participation in Program area recruitment and onboarding process;
- conducting employee-oriented services (i.e. employee/supervisory relations, employee insurance, benefits and leave programs, employee probation and evaluation, employee counseling);
- assisting in labor relations-oriented services when necessary (i.e. fact finding and investigations for grievances and disciplinary actions, maintaining good union relations and rapport, interpreting and understanding various union contracts);
- conducting administrative studies and analysis and preparing reports for routine and special projects, as needed;
- attending pertinent training sessions and workshops (may participate in training staff);
- interfacing, when needed, with service agencies and outside entities (i.e. the Department of Civil Service, the Division of the Budget, the Governor's Office of Employee Relations, etc.);
- working together as an integral part of the Office of Human Resources Management team, interacting with all areas, including Payroll, Time and Attendance, Employee Benefits and Retirement, Labor Relations and Training and Development and Executive staff;
- assisting in special projects, as assigned.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

Minimum Qualifications and Desired Skills:

- Four-year undergraduate degree preferred or equivalent work experience;
- A minimum of two years' administrative work experience in a similar position;
- Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
- Ability to communicate effectively both orally and in writing with an attention to detail and professionalism in all communications;
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks;
- Experience working in very fast paced environments with changing priorities;
- Experience supporting multiple managers and providing support to a larger team;
- Computer proficiency in: Outlook, MS Word, Excel, Internet search skills, PowerPoint and the ability to learn new applications quickly
- Workers compensation experience a plus



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What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

TO APPLY, please send resume and cover letter to: jobopportunities@nyshcr.org
New York State is an Equal Opportunity Employer (EOE)