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**Junior HR Business Partner**

*Albany, 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 Kathy Hochul and Commissioner RuthAnne Visnauskas, ***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
* Proactively enforce rent regulations and identify potential fraud

**The Office of Professional Services** (OPS) is responsible for all administrative and support services, including Human Resources, Training and Professional Development, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR’s wide array of support services across multiple payrolls.

**Duties & Responsibilities:**

Reporting to the HR Workforce Strategies and Data Manager within the Human Resources office, the Jr. HR Business partner will work as part of a team to help align agency objectives and goals with employees and management throughout the different offices within Homes and Community Renewal. The position will foster partnerships across HCR to deliver value-added services in the areas of performance management, workforce planning, organizational design, employee health and safety, and employee engagement. The HRBP will maintain an effective level of business literacy about the agency’s structure, organizational plans, its culture, and the broader industry trends. They will help analyze data and metrics in partnership with the HR Workforce & Strategic Analysis unit to research and develop solutions, programs, and policies. HCR has numerous systems of record that needs to be continuously and regularly audited, updated, and maintained and this role will help to increase data reliability, integrity, and accuracy.

* Engage in a variety of office management tasks related to staffing trackers, data maintenance, special assignments, and industry research to aid colleagues in a dynamic and fast paced working environment.
* Assist in collecting and coordinating aggregate data for agency reporting and translate that data into insights through data analysis that drives deliberate action plans and proposals.
* Serve as a business partner with staff to develop effective sourcing and recruitment strategies.
* Evaluating Program and Unit processes, anticipating needs, uncovering areas for improvement, and developing and implementing solutions such as succession planning to combat attrition and staffing issues.
* Work in conjunction with Training & Professional Development (TPD) to conduct trainings and hold meetings with teams across the Agency to establish procedure manuals, define roles and responsibilities, ensure knowledge transfer within Programs, and outline best practices.
* Help develop and generate reports and statistics from multiple systems that are used to conduct Program and Agency analysis.
* Update and maintain a collective set of reports and spreadsheets on a continuous basis to ensure information is accurately recorded and reported out to multiple units within the Agency.
* Help train end users on new reporting and system requirements to keep Agency data accurate and up to date.
* Assist in the oversight of the Agency Performance Management program and serve as a trainer, which includes working with managers and leaders throughout the process.
* Assist in the management of the Agency Exit Interview process. Work with HR Specialists to communicate with separating employees to collect essential feedback, as well as helping to develop reports and recommendation for executive staff.
* Assist with yearly compliance tasks and annual reports.
* Periodic travel to the different HCR offices to meet and collaborate with employees and managers when necessary.

**Qualifications**

* Bachelor's degree preferred
* Proficient with Microsoft Office Suite, particularly with Excel
* Ability to compose and present comprehensive reports to diverse employee groups
* Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors
* Excellent time management skills with a proven ability to meet deadlines
* Strong analytical and problem-solving skills
* Excellent verbal and written communication skills
* Excellent interpersonal and organizational skills with an emphasis on attention to detail

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

**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.

All internal SONYMA/HFA/AHC employees (only) are directed to apply via

[internalcandidates@hcr.ny.gov](mailto:internalcandidates@hcr.ny.gov)

**Please Include your name in the subject line**

**Applicants must include resume and cover letter**

[**TO APPLY, CLICK HERE**](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=083eed66-8219-4fa8-aba0-7654a9f77c0a&ccId=19000101_000001&jobId=448552&source=CC2&lang=en_US)

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New York State is an Equal Opportunity Employer

(EOE)