



## *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 1**

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.

This position is on the **Housing Trust Fund Corporation (HTFC)** payroll. HTFC was established as a subsidiary public benefit corporation of the New York State Housing Finance Agency. HTFC's mission is to further community development through the construction, development, revitalization and preservation of low-income housing, the development and preservation of businesses, the creation of job opportunities, and the development of public infrastructures and facilities. This is not a Civil Service position.

**Position Summary:** This position will perform a wide range of personnel activities across Housing Trust Fund Corporation (HTFC), Division of Housing and Community Renewal (DHCR), State of New York Mortgage Agency (SONYMA), Housing Finance Agency (HFA), and the Affordable Housing Corporation (AHC). The incumbent will be responsible for position classification, recruitment, on-boarding 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.

**Duties:** Under the general direction of the Talent Acquisition Specialist, the HR Specialist will:

- Participate in Program area recruitment and onboarding process for the HTFC, DHCR, SONYMA, HFA, and AHC payrolls.
- Maintain the agency's applicant tracking system in ADP by creating requisitions, posting positions, updating candidate information, and managing the onboarding of new employees.
- Conduct employee-oriented services (i.e. employee/supervisory relations, employee insurance, benefits and leave programs, employee probation and evaluation, employee counseling).
- Assist in labor relations services (i.e. fact finding and investigations for grievances and disciplinary actions, maintaining good union relations and rapport, interpreting and understanding various union contracts).
- Enter transactions and maintaining data in various information systems, including but not limited to NYS' Personnel Information Management System and SAP.
- Assist in the planning, organization and administration of employee recognition and awards programs.
- Conduct administrative studies and analysis and preparing reports for routine and special projects, as needed.
- Attend pertinent training sessions and workshops (may participate in training staff).
- interface, on a regular basis, 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.).



## *Job Opportunities at New York State Homes and Community Renewal*

- Work 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.
- Assist in special projects, as assigned.

Occasional travel may be required for this position.

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

### **Additional Information:**

This position will be in the office full time with the potential to participate in the Agency's telecommuting program which allows employees to telecommute 2 days a week. The employee must demonstrate a strong work ethic and a firm grasp of the job duties before an application to telecommute would be considered.

### **Minimum Qualifications:**

HR Specialist Trainee 1 – Hiring Rate: \$48,490

- High school diploma or equivalent, and 2-4 years of relevant experience.

HR Specialist Trainee 2 – Hiring Rate: \$51,848

- High School diploma or equivalent, and 4+ years of relevant experience.
  - Associates degree may substitute for 2 years of experience.
  - Bachelor's degree may substitute for 4 years of experience.

HR Specialist 1 – Hiring Rate: \$61,423

- Bachelor's Degree and 2+ years of relevant experience.

### **Preferred Skills:**

- Experience with information management and applicant tracking systems. Experience with ADP a plus.
- 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
- Proficiency in Outlook, MS Word, Excel, Internet search skills, PowerPoint, and the ability to learn new applications quickly

[TO APPLY, CLICK HERE](#)



# Homes and Community Renewal

## *Job Opportunities at New York State Homes and Community Renewal*

### **What We Offer:**

- Participation in the New York State Employee Retirement System
- Participation in New York Health Insurance Program
- Optional benefits such as life insurance, FSA and Dependent Care programs, Commuter Benefits
- Paid Family Leave, short term and long term disability
- 11 paid holidays and 2 floating holidays
- Opportunity to accrue 2.6 weeks of vacation time, 2.6 weeks of sick time, and 1 week of personal time annually
- Professional development training and certification opportunities