



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Job Vacancy

Human Resources Specialist 2 (Labor Relations), SG-23

Location: One Commerce Plaza, Albany

Business Unit: Human Resources Management

Negotiating Unit: Management/Confidential (M/C)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$74,929- \$93,491

Appointment Status: Permanent

Travel Required: 50%

Work Hours: 9:00 AM – 5:00 PM

Appointment to this position is pending Division of Budget approval to fill.

Under the direct supervision of the Director of Labor Relations, the incumbent will be responsible for taking a major role in administering the various negotiated contracts and labor-management agreements. The incumbent will provide the full range of labor relations services, including but not limited to:

- Schedules and conducts 2nd Step hearings of contract/non-contract grievances for represented bargaining units; CSEA and PEF, as well as for Management-Confidential. Obtains all the necessary information to either resolve the grievance or write a complete decision.
- Oversees the agency time and attendance program. Conducts time and attendance reviews and provides guidance and direction to agency supervisors/managers in the handling of time and attendance issues. Prepares Time and Attendance Notices of Discipline (for PEF and CSEA) and represents the agency and time and attendance hearings and/or arbitration hearings.
- Investigates allegations of misconduct and prepares investigative material, along with reports for review of findings and recommendations. Conducts interrogations, as necessary.
- Will participate in the administration of agency discipline process, including but not limited to: Prepares and issues Notices of Discipline, as necessary. Schedules and conducts Agency Level Review Meetings for Notices of Discipline. Negotiates and obtains settlement if possible, and with Management approval. For CSEA Notices of Discipline, prepares and presents cases at Expedited Arbitration. For PEF, will assist in preparation of cases for arbitration and may have responsibility of presenting cases at arbitration, depending on complexity. This includes identification and witnesses and documents necessary as evidence and preparing witnesses for testimony. As necessary, researches and prepares closing briefs.
- Conducts pre-clearance reviews of proposed disciplinary actions in accordance with agency policy. Ensures consistency of practice with respect to charges and proposed penalty.
- Processes Performance Evaluation Appeals, as necessary.
- Consults with the Governor's Office of Employee Relations (GOER) with respect to contract interpretation for discipline and grievance issues. For grievances this can be in relation to implication at the 2nd Step (Agency), 3rd Step (GOER) or at arbitration/triage.
- Participates in the labor-management meetings as a representative of Management at Statewide Labor-Management meetings, as well as NYC and Albany Health and Safety.
- Participates as needed in any special projects assigned to the Office of Human Resources Management/Labor Relations.

Preferred Qualifications

Strong written and organizational skills are a must. Preferred candidate will have prior experience in some or all aspects of labor relations.

Appointment method:

List Appointment: Must be reachable for appointment on the Civil Service list #38-202, Human Resources Specialist 2 (Labor Relations).

Transfer: Must be in a title eligible to transfer via Section 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at: <http://careermobilityoffice.cs.ny.gov/cmo/>.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 52.6 transfers without an intervening eligible list appointment, if such transfers would result in an increase of more than two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than December 15, 2019** to the email address listed below. Please include **Box # HRS2-00705** in the subject line of your email if you are interested in applying for this position to ensure receipt of your application. **Email submissions are preferred.**

Darlene Clemente
Box HRS2-00705
New York State Department of Financial Services
Office of Human Resources Management
99 Washinton Avenue, Suite 301
Albany, NY 12257
Email: Darlene.Clemente@dfs.ny.gov
Fax: (518) 402-5071

Please note that not all applicants may be scheduled for an interview.

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

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.