



Our Future Starts  
With *you!*

**POSITION:** Director of Personnel Services (HELPS)

**DEPARTMENT:** Department of Human Resources

**SALARY :** \$90,000-\$95,339

**WORK LOCATION & HOURS:** 112 State Street, Albany, NY 12207, 8:30am—4:30pm

### **BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

### **DESCRIPTION:**

This is an administrative position involving the oversight of daily operations of various human resources units in county government. This position also assists the development of county-wide policies and procedures in the areas of employee conduct, attendance and leave, benefits eligibility, and other subjects related to personnel administration, workforce planning, and employee record keeping. The incumbent develops, administers, and supervises employee benefits, payroll, training and occupational safety programs. Work is performed under the direction of the Commissioner of Human Resources. Direct supervision is exercised over professional staff serving in the following titles: Personnel Administrator, Administrative Assistant, Staff Development Coordinator, and Personnel Assistant II and I. Indirect supervision is exercised over non-professional titles working in various employee benefits, payroll, training, workers' compensation units and in personnel support satellite offices. Does related work as required.

### **MINIMUM QUALIFICATIONS:** *EITHER:*

1. Graduation from an accredited college or university with at least a Master's degree and two (2) years of experience in one (1) or more of the following areas: personnel administration, benefits administration, civil service administration, affirmative action; labor relations or business or public administration; *OR,*
2. Graduation from an accredited college or university with a Bachelor's degree and four (4) years of experience in one (1) or more of the following areas: personnel administration, benefits administration, civil service, affirmative action, labor relations, business or public administration; *OR,*
3. Graduation from an accredited college or university with an Associate's degree and six (6) years of experience in one (1) or more of the following areas: personnel administration, benefits administration, civil service, affirmative action, labor relations, business or public administration.

**Please upload a resume with this application.**

### **POINT OF CONTACT FOR INQUIRIES:**

Galal Cancer, Director of Affirmative Action

Galal-aldeen.cancer@albanycountyny.gov

**Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

