



Our Future Starts
With *you!*

POSITION: Employee Relations Specialist

DEPARTMENT: Albany County Department of Human Resources

SALARY: \$68,500-\$73,953

WORK LOCATION & HOURS: 112 State Street, Room 900, Albany, NY 12207, 8:30A-4:30P

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

This is an important administrative position involving employee and labor relations for all bargaining unit employees in County Government. Work is performed under the general supervision of the Director of Personnel Services. The Employee Relations Specialist (ER Specialist) plays a crucial role in fostering positive relationships between Albany County and its employees, ensuring compliance with employment laws and resolving workplace issues. The Employee Relations Specialist acts as a liaison between the Director of Personal Services, management, and employees, by aiding in conducting investigations, and developing strategies to improve employee knowledge of policies and engagement. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER

- A. Graduation from an accredited college or university with at least a Bachelor's Degree and four (4) years of experience in employee/employer contract negotiation, labor law, or employee relations; *OR*,
- B. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience in employee/employer contract negotiation, labor law, or employee relations.

Please submit a resume with this application

POINT OF CONTACT FOR INQUIRIES:

Galal Cancer– Director of Affirmative Action

affirmativeaction@albanycountyny.gov

