



Division of the Budget

Human Resources Specialist 1 Administrative Services Unit Personnel Office Reference #21-28

The incumbent of this position will be part of the Human Resources team that is responsible for personnel, health benefits and time and attendance, and payroll administration for the Division of the Budget, Executive Chamber, Lieutenant Governor's Office and the Statewide Financial System (SFS). This entry-level human resource position will include general office management and support responsibilities, as well as human resource duties.

Responsibilities of the Human Resources Specialist would include, but are not limited to:

- Manage aspects of recruiting process, including maintaining resume database, canvass letters, and managing vacancy postings, both within state service and with a network of educational institutions;
- Provide critical support in onboarding and offboarding, including communications, transactions, as well as navigating Civil Service rules and processes;
- Support the administration of Civil Service examinations;
- Assist in the administration of DOB's probationary and performance evaluation programs;
- Assist in management and support of personnel actions for the Statewide Financial System
- Assist with various activities related to staffing classification, compensation, health benefits, time and attendance, and organizational planning.
- Assist with various project and programs as necessary

Qualification/Skills:

Applicants must be Human Resource Specialist 1, M/C-18 or below, or eligible for appointment at that level. The successful candidate should be able to work well both independently and as part of a team, have strong interpersonal skills, and the ability to manage competing priorities. Candidates should be comfortable learning information technology systems.

Preferred Qualifications: Experience working with the Microsoft Office Suite, including creating/maintaining Access databases and merge documents.

How to Apply:

To be considered for this or future positions with the Budget Division, please complete the [Online Employment Application](#) and select "Human Resources/Training" in the Professional Interests section. Applications are held in the Division's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with the New York State Division of the Budget, or if you have any questions about working for the Division, please contact personnel@budget.ny.gov.

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