

**DEPARTMENT OF ECONOMIC DEVELOPMENT**  
Vacancy Announcement

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<b>Position Title:</b> Associate Personnel Administrator	<b>Due Date:</b> 10/30/14
<b>Grade:</b> SG-23	<b>Salary Range:</b> \$63,233 - \$79,003
<b>Appointment Type:</b> Permanent	<b>Negotiating Unit:</b> 06
<b>Jurisdictional Class:</b> Competitive Class	

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<b>Department:</b> Office of Human Resources Management	<b>Location:</b> 625 Broadway Albany, NY 12245
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**Job Description:**

The Office of Human Resources is responsible for all matters related to human resource management for the Department of Economic Development. The Office works closely with senior managers and the Department of Civil Service, Governor's Office of Employee Relations and the Division of Budget. The position will report to the Director of Human Resources. Duties and responsibilities include, but are not limited to the following:

- Serves as Payroll Officer – Submitting PayServ transactions and resolving all payroll issues that may arise. Handling employee questions regarding their salary and pay checks.
- Responsible for agency's FMLA compliance and related requirements.
- Responds and provides guidance to employees on non-routine attendance and leave questions including child care leave, leave donation, VRWS, as well as other personnel-related matters.
- Assists HR Director and Civil Service with exam planning.
- Monitors compliance with financial disclosure requirements of Commission on Public Integrity.
- Provides guidance to supervisors and managers regarding staffing, recruitment, counseling and other personnel issues.
- Supervises Human Resources staff responsible for: NYSTEP processing, attendance and leave administration, employee benefits administration, and recruitment activities.
- Liaison with Temporary Services Agencies – Responsible for the hiring of Temporary Service Staff and verification of invoices.
- Provides assistance with special projects and initiatives.

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**Minimum Requirements:**

Candidates must have one year of permanent competitive service as an Associate Personnel Administrator OR be reachable on the Associate Personnel Administrator eligible list OR have one year of permanent competitive service in a title eligible for transfer under Section 52.6 of the Civil Service Law.

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**Contact Information:**

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Human Resources Office  
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Albany, NY 12245

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**Additional:** Please forward cover letter and resume to email address above. (*New York State is an equal opportunity/affirmative action employer.*)