

Albany Public Library
Human Resources Generalist III
External Posting
October 18, 2023

Albany Public Library is looking for a Human Resources Generalist III to join our team. The ideal candidate will have a minimum of 3 years of Human Resources experience with a Bachelor's degree along with a comprehensive knowledge of benefits administration, the NYS Civil Service Law and procedures, and personnel administration. This full-time (37.5 hours/week) position will be based out of our Washington Avenue Branch with a typical work week of Monday through Friday during regular business hours with the occasional evening or weekend hours as needed to meet with employees. The Human Resources Generalist III will be responsible for working with management to develop human resources strategies aligned with Albany Public Library's strategic plan initiatives on workforce development and diversity, equity, inclusion, and access.

General Statement of Duties: Under the general direction of the Executive Director and/or their designee the incumbent will perform a variety of functions in technical areas of public personnel and human resource administration such as benefit administration, civil service administration, rendering assistance to departments, employees, retirees, and the public. This position also has responsibility for assisting in administering compliance with the Local, State and Federal mandates and the technical provisions of Civil Service Law and Civil Service Rules and Regulations. Work is performed in accordance with prescribed policy with considerable leeway for independent judgment and initiative.

Job Description:

- Acts as liaison for employees, department heads, union officials, local government officials, and City department heads concerning a wide variety of matters including but not limited to personnel policies, collective bargaining agreements, and Civil Service Law;
- Assists with various phases of human resources and benefit administration for Library employees, including benefits management of such programs as health insurance, flexible spending plan, leave time, health insurance buyouts, retirement benefits, Employees' Assistance Program and other related benefits/programs;
- Assists with developing and implementing training programs for entities served;
- Oversees the retention and disposition processes for personnel records;
- Researches, evaluates and presents recommendations to the Executive Director for implementing approved benefits options;
- Acts as primary contact and manages multiple third-party vendor relationships to ensure efficient and effective administration of all benefit plans;
- Partners with brokers to design, plan and manage the implementation, communication and administration of company-wide employee benefits programs such as health insurance, disability, retirement and other related benefit plans;
- Manages regulatory human resources compliance;
- Participates in the preparation and the submission of all governmental compliance reporting;
- Coordinates orientation and on-boarding program/procedures for Library employees;
- Participates in and/or advises in contract negotiations at the discretion of the Executive Director;
- Manages, audits and trains personnel on vendor portal and system interfaces to ensure proper delivery of information;
- Oversees benefit renewals and the coordination of open enrollment processes;
- Assists with the formation and interpretation of policies and procedures at the direction of the Executive Director
- Performs related work as required.

Additional Desired Skills and Abilities

- Comprehensive knowledge of regulations, eligibility requirements and types of health insurance and benefit programs;
- Comprehensive knowledge of basic medical and insurance industry terminology;
- Comprehensive knowledge of principles and processes for providing customer and personal services.
- Comprehensive knowledge of third party and medical provider billing and payment procedures;
- Comprehensive knowledge of office terminology, procedures and computer systems used;

- Comprehensive knowledge of New York State Civil Service Law and City of Albany Civil Service Rules and Regulations;
- Comprehensive knowledge of practices, policies, and procedures of public personnel administration;
- Thorough knowledge of employee relations, public relations, performance rating, and recruitment; Comprehensive knowledge of Library operations and functions;
- Good knowledge of the organization and functions of local government in New York State;
- Ability to use Human Resources Information Systems or business process management software of integrated applications related to finance and human resources;

Minimum Qualifications:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree and three (3) years of full-time paid experience (or its part-time equivalent) in human resources, public or business administration which shall have included supervision; OR
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree and five (5) years of full-time paid experience (or its part-time equivalent) in human resources, public or business administration which shall have included supervision; OR
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience (or it’s part-time equivalent) in human resources, public or business administration which shall have included supervision.
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

Work Schedule: This is a full-time (37.5 hours /week) position generally Monday through Friday with the occasional evening or weekend shift necessary to meet with employees.

Salary: \$50,000 - \$60,000 annually

Supervisor: Assistant Director

Deadline: November 8, 2023

Apply to: **Send cover letter, resume and 3 professional references including email addresses to**
 Human Resources
 161 Washington Avenue
 Albany, NY 12210
 HR@albanypubliclibrary.org