



**JOB POSTING #355**  
**PLEASE POST**

**The City School District of Albany, New York**  
**An Equal/Affirmative Action Employer**  
**A Management Confidential Employment Opportunity**

**Date of Posting:** May 23, 2017

**Position(s):** Human Resources Administrator – Anticipated

**Location:** Academy Park – Administration Building

**Salary:** \$120,000 - \$130,000, based on experience

**Effective Date:** July 2017

**Deadline for Applying:** June 13, 2017

**Qualifications:**

- Master’s Degree plus 5 years of progressive Human Resource management experience
- Experience in school personnel administration
- Thorough knowledge of Education law, Civil Service law, labor law and related legal issues
- NYS SDA or SDL preferred (candidates eligible for Civil Service appointment will be considered)

**Responsibilities:**

The Human Resources Administrator reports directly to the Superintendent of Schools and is responsible for the recruitment of staff, the coordination of the screening, interviewing and selection procedures and the recommendation for hiring all non-administrative staff members in collaboration with the appropriate principal, directors and supervisors. Responsibilities include oversight of the day-to-day operations of the Human Resource office including the following:

- Oversight of recruitment and selection of staff
- Coordinate employee performance evaluation programs
- Authorize salaries and/or wages
- Manage collective bargaining agreements and labor relations
- Implement Civil Service procedures and requirements
- Liaison between the District and the City of Albany Civil Service Commission
- Responsible for all employment/ labor reports as requested by Federal and State government agencies
- Oversight of certification/licensing requirements

- Oversight of fingerprint/background checks for all new hires
- Serve as the District Title IX Officer
- Direct and support benefit administration including health, COBRA, open enrollment, FMLA, unemployment insurance and worker's compensation
- Responsible for responding to labor issues/grievances
- Oversight of probationary appointments, tenure, seniority
- Oversight of Board of Education resolutions for personnel actions
- Oversight of the employee assistance program (Capital EAP)
- Oversight of the central substitute teacher registry (Absence Management)
- Responsible for hiring substitutes and tutors for the District
- Oversight of hiring summer school personnel in collaboration with summer school coordinators
- Provide oversight for the approval of administrative internships within the District
- Ensure compliance with Education law, Civil Service law and labor law
- Responsible for coordination of APSUE professional development opportunities
- Responsible for organizing and facilitating new employee orientation
- Manage the on-line application system (OLAS)
- Directly supervise the employees of the Office of Human Resources

**All applications will be accepted through OLAS**

<https://www.pnwbores.org/TeacherApplication/>

Email: [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.