Governor’s Office of Storm Recovery (GOSR)

Job Title: Human Resources Generalist  
Department: Human Resources  
Location: New York City + Remote Hybrid  
Job Type: Full Time, Temporary (12-18 months)  
Salary: $65,000-$70,000

*The selected candidate will be on-boarded through a staffing firm, not the State of New York.  
** Proof of vaccination or Weekly COVID-19 testing required.  
*** This is a hybrid role that requires 3 days per week onsite.

Organization Summary
Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor’s Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities’ most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State’s infrastructure and critical systems. Now, as proposed by the Governor in the 2022 State of the State, GOSR plans to become a permanent office of resiliency and recovery. Leveraging GOSR’s expertise in disaster recovery as well as implementation of data management systems to build online applications and ensure efficient data gathering, the office will continue to coordinate initial response and long-term recovery, scaling recovery efforts and coordinating resiliency initiatives for both major and small disasters throughout the state.

Visit us at www.stormrecovery.ny.gov

Position Summary
The Human Resources Generalist, reporting to the Director of Human Resources, will provide support in all areas of HR Operations with a primary focus on recruiting and related activities, onboarding new employees, data and records management, and employee engagement. They will also partner with HR leadership in driving key projects, goals, and deliverables to drive the Human Capital Strategy for the agency. The ideal candidate will be adept at building positive and productive relationships with employees, managers, vendors, and all other stakeholders.

Responsibilities include, but are not limited to the following:
- Craft and update job descriptions and post to internal and external job boards
- Track and review incoming resumes, coordinate with hiring managers to schedule interviews
- Write offer letters and coordinate onboarding of new employees
- Respond to employee verifications and requests for information
- Liaise with temporary staffing firms or other external stakeholder regarding employee inquiries
- Escalate all disciplinary matters, disputes, and investigations to the Director of HR
- Coordinate project planning efforts for employee engagement activities
- Assist in maintaining agency policy and procedure documents
• Administrative duties including the organization and filing of confidential documents; faxing, scanning, and copying
• Other duties as assigned

Minimum Qualifications:

• Bachelor's Degree from an accredited university or equivalent work experience
• A minimum of 2 years prior professional work experience in HR Operations and/or Recruiting
• Highly organized and detail oriented
• Excellent computer skills including Microsoft Office Suite
• Experience in database management and record keeping
• Excellent verbal and written communication skills
• Evidence of the practice of a high level of confidentiality
• Some proficiency with mathematical formulas and budgets
• Ability to deliver high quality work in a fast-paced environment
• Ability to work independently or with limited supervision
• Excellent analytical and problem-solving skills
• Demonstrated decision making skills

If interested:
All candidates must submit a resume to goshrinfo@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.