

The Governor's Office of Storm Recovery
Job Description

Position: Human Resources Director
Department: Human Resources
Reports to: Chief Operations Officer
Direct Reports: Human Resources Manager (2)
Effective Date: October 2014

THE OPPORTUNITY

The Governor's Office of Storm Recovery (GOSR) seeks a talented, passionate Director of Human Resources to oversee the organization's efforts to develop and retain high-quality human capital. GOSR's ability to achieve its mission depends on the caliber of staff we are able to bring on board, develop and retain for the duration of the program. The organization has basic human resources structures and is continuing to develop systems to support a fast paced, high performing workforce.

Reporting to the Chief Operations Officer, the Director of HR and Talent Development's primary responsibility will be to provide strategic support to the Executive Team on the management and enhancement of the organization's human capital programs, policies, systems, and processes. The Director of HR will be supported by two HR Managers, one of whom is responsible for recruitment and employee relations, the other with responsibility for benefits administration and organizational development. This is a unique opportunity to lead an HR function in a start-up environment.

RESPONSIBILITIES

- Lead In the creation of staffing plans that support a dynamic, project based organization as well as employee development opportunities
- Advise Executive Team and managers on employee policies and employee relations-related issues
- Design and implement policies and programs to help retain top talent in the organization
- Oversee the creation and implementation of leadership and professional development opportunities for staff
- Lead organizational benefits and compensation strategy
- Manage the HR Managers, ensuring that they provide top-notch human resources services to all staff
- Oversee hiring, on-boarding and off-boarding of all staff, including offer letters, compensation and benefits discussions, separation discussions and exit interviews
- Establish systems and processes to analyze compensation, performance and attrition trends and other data, to help GOSR make smart decisions about its people and culture

QUALIFICATIONS

The ideal candidate will be a highly strategic and results driven individual with exceptional integrity and a passion for recognizing and nurturing talent. The Director of HR must be professional, with a high level of comfort working across all levels of the organization. S/he must have an entrepreneurial spirit and natural inclination to take the initiative, recognize opportunities, and develop and implement focused plans for executing on those opportunities. Other qualifications:

- Bachelor's degree required; graduate degree in relevant field preferred
- 10+ years of work experience, with at least 5 years in a leadership and managerial role
- Highly organized with the ability to manage ambiguity and multiple projects simultaneously
- Strong coaching and listening skills to support leaders and managers
- High cultural competency is a must; experience with workplace diversity and inclusion issues strongly preferred
- Self-motivated, resourceful, detail- and deadline-oriented
- Excellent oral and written communication skills, with an ability to communicate to various constituencies and work effectively with staff at all levels within and outside the organization
- Exceptional relationship-building skills and strong team player, with willingness to be hands-on and do whatever it takes to support the success of GOSR

If interested:

All candidates must submit a resume, 3 references, and letter of interest to StormRecoveryJobs@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.