



EMPLOYMENT ANNOUNCEMENT

TITLE: HUMAN RESOURCES SPECIALIST 1 (LABOR RELATIONS) / TRAINEE
STATUS: PERMANENT
BUREAU: HUMAN RESOURCES MANAGEMENT / LABOR RELATIONS
LOCATION: NEW YORK CITY
SALARY GRADE (SG): 18 / NS

Base salary will include an additional **\$4,000** per year in downstate adjustment location pay.

We are seeking talented and motivated staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including paid vacation leave (13+ days per year), sick leave, paid State holidays off, health insurance including vision & dental, entry into the NYS retirement (pension) system, education and training, eligibility for public student loan forgiveness, and job stability with promotional opportunities. Workplace flexibilities include multiple options for employees, including telecommuting (up to two days a week) and alternative work schedules.

MINIMUM QUALIFICATIONS

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

Human Resources Specialist 1 (Labor Relations) (M/C SG-18, current starting salary **\$67,119**, job rate \$83,286): Six years of professional labor relations experience.*

Human Resources Specialist Trainee 2 (Labor Relations) (M/C NS Equated SG-16, current starting salary **\$63,180**, job rate \$78,680): Five years of professional labor relations experience.*

Successful completion of a one-year traineeship leads to appointment as a Human Resources Specialist 1 (Labor Relations) SG-18.

Human Resources Specialist Trainee 1 (Labor Relations) (M/C NS Equated SG 14, current starting salary **\$56,655**, job rate \$70,869): Four years of professional labor relations experience.*

Successful completion of a two-year traineeship leads to appointment as a Human Resources Specialist 1 (Labor Relations) SG-18.

*Substitution: A bachelor's degree may substitute for 4 years of specialized experience. A Juris Doctor, master's, or higher degree in a related field can substitute for one year of specialized experience.

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above.

COMPETITIVE QUALIFICATIONS:

Reachable on the Professional Careers Opportunities (PCO) eligible list or the Public Administration Trainee Transition (PATT) list.

Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered-in to the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. The CSC has recently covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 26, 2024 and June 11, 2025. Notification to employees regarding a change in their status is forthcoming. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within these timeframes and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources. Employees with a permanent NY HELPS appointment occurring effective 6/12/25 or later will be addressed with a subsequent cover-in.

OR

Eligible for a lateral transfer or eligible for transfer under Sections 70.1 or 52.6 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the [Career Mobility GOT-IT website](#).

DUTIES

Under the Direction of the Director of Labor Relations, the Human Resources Specialist 1 (Labor Relations), SG-18, will resolve workplace issues in a way that promotes a fair, equitable, and inclusive workplace, with an emphasis on conflict resolution.

Specific duties include, but are not limited to, the following:

- Advise staff in the application of contract provisions, policies, guidelines and applicable laws concerning discipline, grievance procedures and attendance and leave matters.
- Investigate misconduct allegations through a consistent application of internal investigation best practices.
- Interview employees and supervisors to resolve grievances.
- Make recommendations to managers regarding counseling and progressive discipline.
- Draft correspondence, agency responses and Notices of Discipline for review.
- Provide guidance on OAG's Workplace Flexibilities Program (telecommuting and alternative work schedules).
- Participate in statewide Labor/Management Committee meetings.
- Assist in administration of Agency Probationary Program and provide guidance to supervisors on performance evaluation program
- Confer with the NYS Office of Employee Relations and other control agencies as needed.
- Serve as backup to the Domestic Violence Agency Liaison, providing support to employees in need of resources.
- Other duties and special projects as assigned.

This position may require occasional travel to other areas of New York State.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy # and Title of the position in the subject heading of your email. Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity. The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

Posted April 2, 2026