



55 Water Street, New York, NY 10041  
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## Teachers' Retirement System of the City of New York

### Job Vacancy Notice

**Civil Service Title:** Administrative Retirement Benefits    **Salary Range:** \$106,729-\$170,000 (Annual)  
**Level:** M7    **Location:** 55 Water St. NY, NY  
**Functional Title:** Human Resources Director    **Department:** HR Administration  
**Title Code:** 82986

#### Job Description:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS is currently the City's second-largest pension system and it is one of the largest pension plan sponsors in the United States, with more than \$100 billion in assets and over 215,000 members, retirees, and beneficiaries.

TRS is seeking a Director of Human Resources (HR). The Director of HR reports to the Executive Director and the Deputy Executive Director and is responsible for managing the Human Resources department, including operational and administrative matters such as talent management, compensation, labor, and regulatory compliance.

#### Responsibilities:

The Director of HR position includes, but is not limited to, overseeing and coordinating the following responsibilities.

##### Duties/Responsibilities:

- Conducts annual review of Employee Handbook and make recommendations for updates to the Executive Director and Deputy Executive Director
- Assists various department heads with revising job descriptions as necessary, writing and posting notices for open positions, and recruiting for open positions
- Develops and implements human resources management policies and programs
- Provides guidance to agency staff in the implementation of such policies and programs
- Manages integrated HR information systems, including compensation and benefits, training and development, employee relations, and staffing and personnel records
- Oversees organizational improvement initiatives and HR-related internal communications activities
- Prepares well-written and thorough documentation, reports, presentations, decision papers, etc.
- Communicates effectively with all levels of agency employees
- Oversees and develops employee engagement programs
- Establishes good working relationship with consultants
- Handles assigned special projects independently, in a thorough, complete and timely manner
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Participates in departmental meetings, strategy sessions, and activities
- Oversees the Diversity and Inclusion (D&I), Recruitment/Employee Relations and Payroll and Timekeeping Units

##### Talent Management:

- Establishes, implements, and administers all staffing-related activities (i.e., recruitment/employment, classification, civil service, and compensation)
- Participates in the development and implementation of employee performance evaluation program; monitors the program and revises it as necessary
- Coordinates the internship program in collaboration with various departments
- Ensures that employee career ladders are developed and implemented to build a strong, competent workforce within the agency

## **Responsibilities (continued):**

- Provides coaching, leadership, and support to managers and employees regarding HR policies, procedures, programs, questions, and concerns
- Leads and manages all employment practices, which include recruitment, orientation, professional development of employees, promotions, transfers, terminations, and use of temporary agencies
- Conducts onboarding and completes new-hire processes
- Acts as employee advocate and mediator with employee relations concerns and handles HR-related legal issues as required
- Oversees D&I unit, to enhance diversity and inclusion, providing career development opportunities

## **Compensation & Benefits:**

- Oversees the payroll process and salary adjustments (semimonthly and biweekly) for union and nonunion, full- and part-time employees
- Ensures compliance with collective bargaining salary structures
- Oversees management of employee health benefits programs, including health benefits, pension, deferred compensation, etc.
- Recruits all salaried exempt and nonexempt, hourly, part-time and agency employees
- Ensures employee on-boarding and orientation is effective, and follows up as necessary

## **Labor:**

- Manages and oversees labor relations matters, including but not limited to collective bargaining, discipline, grievances, etc.
- Oversees the administration of all collective bargaining agreements
- Ensures a positive labor relations climate consistent with agency objectives and philosophy
- Advises agency management on progressive employee discipline and oversees employee disciplinary process for the agency, while overseeing implementation of such policies
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducts investigations; maintains records; and represents the organization at hearings
- Participates in employee disciplinary and counseling issues with supervision as necessary; reviews any disciplinary documentation as it may apply
- Manages the performance review process and ensures employee training is inclusive of any competency development plans
- Represents the agency at arbitrations, mediations, unemployment hearings, and other administrative proceedings

## **Regulatory:**

- Ensures compliance with relevant federal, state, and city employment laws, including but not limited Equal Employment Opportunity, veterans affairs, Family Medical Leave Act, Americans with Disabilities Act, Fair Labor Standards Act, Consolidated Omnibus Reconciliation Act, civil service law and labor contracts
- Responsible for managing all safety-related documentation, including accident reporting and OSHA documentation/record-keeping

## **Preferred Skills:**

### Required Skills/Abilities:

- Strong organizational, written, and verbal-communication skills
- Strong attention to details (thoroughness and accuracy)
- Ability to work independently and respond to time-sensitive issues
- Strong analytical and problem-solving skills
- Strong interpersonal and listening skills
- Strong knowledge and experience in Human Resources
- Public/nonprofit employment experience
- Familiarity with public pension and benefits plans
- Human Resources Information System (HRIS) experience, a plus

## **Competencies:**

- Solid business acumen
- Excellent verbal, written, and interpersonal communication skills
- Relationship building with all levels in the agency
- Ability to handle sensitive and confidential information in a discrete and professional manner and maintain confidential information where required
- Ability to work with a variety of populations within the agency
- Strong project-management skills
- Skilled at working as a team player and independently
- Proficient with MS Office programs

## Minimum Qualification Requirements:

1. A baccalaureate degree from an accredited college or university including or supplemented by 12 credits in mathematics, statistics, accounting, and/or actuarial science and four years of satisfactory full-time experience implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations, 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals implementing the provisions of a retirement plan involving the use of mathematical, statistical, actuarial or accounting computations; or
2. An associate degree or 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and six years of satisfactory full-time experience as indicated in "1"; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have 60 credits from an accredited college or university, including or supplemented by 12 credits in mathematics, statistics, accounting and/or actuarial science and the 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.

\*\*Must have a Bachelor's degree in Human Resources, or related field, with a minimum of 7-10 years of experience\*\*

### Additional Information

Benefits of Working at TRS:

- TRS offers competitive salaries
- Pension Plan (The New York Employees' Retirement System)
- 401(k) and Roth 457 Retirement Savings Programs
- U.S. Savings Bonds
- Flexible Spending Program
- Health Benefits, Dental, Vision Coverage, Prescription Drug Program
- Employee Assistance Programs (EAP)
- Training and Professional Development
- Opportunity for Scholarship; College Savings Program
- Flexible Work Hours, Paid Holidays and Sick/Annual Leave
- Student Loan Forgiveness

### Residency Requirements:

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

### EEO/Reasonable Accommodation and Diversity Statements:

At TRS we celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Teachers' Retirement System of NYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: [HRInquiry@trs.nyc.ny.us](mailto:HRInquiry@trs.nyc.ny.us). TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

Qualified persons who have been certified as disabled and eligible to participate in 55-a program may apply. All applicants must meet the minimum qualification requirements.

**To Apply:** If interested, please apply using the following methods.

**City Employees:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess).

**All Other Applicants:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search).

**Search for Job ID#:** 531254

**Dated:** 5/10/2022      **Posted Until:** 5/28/2022