

## **CAREER ANNOUNCEMENT: DIRECTOR OF HUMAN RESOURCES**

### **ABOUT THE OPPORTUNITY**

The New York State Bridge Authority is a public authority dedicated to the safe and efficient operation of critical transportation infrastructure throughout the Hudson Valley. We take pride in fostering a workforce-first culture where employees are recognized as our most valuable asset. This is a meaningful opportunity to shape the employee experience within a mission-driven organization and make a lasting impact on how we attract, develop, and retain talent.

### **ABOUT THE ROLE**

The HR Director serves as both a strategic advisor to senior leadership and a hands-on operator responsible for the day-to-day management of Human Resources. Supported by an HR Coordinator, the Director oversees the full spectrum of HR functions, including payroll, benefits administration, recruitment, labor relations, employee engagement, policy administration and regulatory compliance, while driving initiatives that improve consistency, effectiveness, and long-term maturity of the HR function.

This role is best suited for a collaborative leader who thrives in a lean operational environment, takes ownership, values accountability, and is motivated by building practical, sustainable systems that support both employees and organizational goals.

### **NATURE OF WORK**

The Director of Human Resources (HR) is responsible for leading all HR activities in alignment with the mission, vision and values of the NYS Bridge Authority (NYSBA), as well as applicable, laws, regulations, policies and collective bargaining agreements.

This is a working director role with an exempt status that combines strategic leadership with direct responsibility for the day-to-day HR operations. Operating within a lean structure, the Director prioritizes work based on organizational needs, compliance requirements, and operational impact while serving both as a trusted advisor to senior leadership, and an advocate for employees.

The HR function is supported by an HR Coordinator and Training coordinator. Together, the team manages payroll administration and transacts payroll (through internal systems and a third-party provider), employee benefits (including NYSHIP and NYS Retirement System), recruitment, onboarding and separation processes, employee training, labor relations (CSEA), and HR-related compliance functions (including Civil Service requirements).

Success in this role requires maintaining strong operational execution while continuously improving the effectiveness, consistency, and maturity of the HR systems, processes and services.

### **KEY RESPONSIBILITIES**

#### **Operations & Administration**

- Lead HR Department operations, and ensure effective execution of all daily HR functions.
- Oversee end-to-end payroll operations, including biweekly and special payrolls, ensuring accuracy, compliance, and internal controls; serves as backup as needed.
- Administer employee and retiree benefit programs including NYSHIP (Healthcare, Dental, Vision, Life), CSEA Benefits, workers compensation, disability, and flexible spending programs.

- Manage retirement and compensation-related programs, including NYS and Local Retirement System (including contributions, loans and arrears) deferred compensation, salary administration, and union-related benefits.
- Oversee workers' compensation claims, safety initiatives, and employee-related investigations in coordination with counsel.
- Direct civil service administration, including classification and a position management, ensuring compliance with applicable laws, policies, and collective bargaining agreement.
- Manage HR-related financial process, including invoicing, reconciliation, remittances, and other obligations.
- Ensure compliance with payroll related tax reporting and regulatory filings.
- Oversee time and attendance, leave accruals, and onboarding/annual requirements such as physicals, drug testing, and verifications.
- Administer HR vendor contracts including payroll providers, The Workplace, EAP and related service provider relationships.
- Coordinate retiree benefit billing and related tracking functions.

### **Strategic Leadership and Organizational Planning**

- Serve as a trusted advisor to senior leadership on workforce and organizational issues.
- Contribute to strategic planning related to workforce needs and organizational effectiveness.
- Recommend improvements to HR programs, policies, and processes.
- Identify and apply best practices and industry trends to drive consistency, equity, and operational excellence.

### **Talent Management & Development**

- Lead full cycle recruitment, onboarding, offboarding and succession planning across all positions.
- Oversee training and development programs in coordination with department leadership.
- Design and manage performance management and employee development systems.
- Champion employee engagement, retention and DEI initiatives.

### **Employee & Labor Relations**

- Advise leadership on employee and labor relations matters including discipline, grievances and labor agreements.
- Represent the Authority, in coordination with General Counsel, in labor and employee relations matters, including participating in labor negotiations fostering a fair and responsive workplace environment.

### **Compliance and Risk Management**

- Ensure compliance with all applicable policies, laws, regulations and collective bargaining agreements.
- Support organizational risk management and effective personnel governance practices.

### **Financial & Administrative Oversight**

- Partner with the CFO and CIO to support HR operations, budgeting, fiscal controls, and system strategy.
- Develop and manage the HR department budget.
- Evaluate and improve HR systems, policies and processes for efficiencies and effectiveness.

### **External Relations & Professional Engagement**

- Represent the Authority with external stakeholders and industry groups.
- Stay current on HR trends, best practices and regulatory changes.

### **Supervision & Structure**

- Supervise HR staff and coordinate across departmental HR- functions

- Define roles, responsibilities and performance expectation supported by metrics and established milestones to ensure operational effectiveness.

#### **Additional Duties**

- Perform other duties as assigned by the Executive Director.

#### **Note on Role Scope**

- Given the lean HR structure, the HR Director must maintain cross-training to ensure continuity of operations.

#### **REQUIREMENTS/SKILLS**

The ideal candidate will demonstrate the following qualifications and competencies:

- Bachelor's degree in Public Administration, Human Resources, or related field; Master's degree preferred.
- 8+ years of progressive HR experience, including at least 3 years in a senior leadership role.
- Experience operating as both a strategic HR partner and hands-on operator in a lean environment.
- Proven expertise in HR operations, including workforce planning, recruitment, onboarding, compliance, payroll, benefits, and process improvement.
- Extensive experience in public sector labor relations, preferably New York State, including contract interpretation, grievances, discipline, and hearings.
- Strong leadership, communication, and interpersonal skills with the ability to influence stakeholders, manage budgets, support DEI initiatives, and lead cross-functional initiatives.
- Working knowledge of NYS Civil Service Law and regulations.
- Demonstrated professionalism, integrity, sound judgment, and analytical problem-solving ability.
- Valid driver's license required.

#### **COMPENSATION/BENEFITS**

Salary is commensurate with experience. In addition, we offer excellent benefits including:

- Membership in the New York State and Local Retirement System, as well as optional enrollment in the NYS Deferred Compensation Plan.
- Medical, Dental and Vision Insurance
- Life & Accidental Death & Dismemberment Insurance
- Short- and Long-Term Disability Insurance
- Major/Minor holidays Paid
- Vacation, Sick and Personal Accruals
- Sick Leave is credited at the rate of one-half day each biweekly pay period annually.
- Sick and Vacation buy-back program

#### **APPLICATION PROCESS AND RECRUITMENT SCHEDULE**

This position will be open until filled. Prospective candidates are encouraged to apply soon as the review of resumes and potential interviews will be done upon receipt.

The New York State Bridge Authority is an Equal Opportunity Affirmative Action Employer. Diverse candidates and individuals with disabilities are encouraged to apply.

**APPLICATION:**

To be considered, please email your letter of interest, resume and completed application to

Tina Hockler, Acting Director of Human Resources  
New York State Bridge Authority  
PO Box 1010  
Highland, NY 12528  
**HR@nysba.ny.gov**

**APPLICATION DOWNLOAD LINK:**

Interested applicants must download and complete an Employment Application and return it with your cover letter and resume. Applications can be found here: [NYSBA Job Application.pdf](#)

**DEADLINE:** Open until filled – immediate opening

**ABOUT NYSBA:** The New York State Bridge Authority operates the Bear Mountain, Newburgh-Beacon, Mid-Hudson, Kingston-Rhinecliff and Rip Van Winkle Bridges. It also owns and maintains the structure of the Walkway over the Hudson pedestrian bridge. The Authority is funded principally from bridge tolls and receives no state or federal tax monies for bridge maintenance and operation. Learn more at <http://www.nysba.ny.gov/>.

New York State Human Rights Law prohibits discrimination based on age, race, creed, color, national origin, sexual orientation, military status, familial status, citizen or immigration status, sex, disability, marital status, gender identity or expression, prior arrests, prior conviction records, predisposing genetic characteristics or domestic violence victim status. The Bridge Authority is committed to a workplace free from discrimination based on the referenced characteristics and other federal and state protected characteristics.

The New York State Bridge Authority provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the Human Resources Department at call (845) 691-7245.