



New York Liquidation Bureau

Director of Human Resources

New York, NY



**New York
Liquidation Bureau**

Background

The New York Liquidation Bureau (NYLB) is a unique entity. As a quasi-governmental organization that serves as staff to the Superintendent of Financial Services of the State of New York in her capacity as court-appointed Receiver, it receives no funding from taxpayers or donors. It carries out the responsibilities of the Superintendent of Financial Services as Receiver to protect the interests of the policyholders and creditors of insurance companies that have been declared impaired or insolvent.

The NYLB has performed this function since 1909, when the New York State Legislature passed the law mandating that the Superintendent assume the separate responsibility of a Receiver. In the case of each insurance company in receivership, the Superintendent as Receiver is appointed by the New York State Supreme Court supervising the receivership proceeding. The Court approves all of the actions of the Superintendent, and by extension those of the NYLB.

Learn more by visiting www.nylb.org.

Position

Reporting to the Special Deputy Superintendent, the Director of Human Resources will lead a strategic vision for human resources that will be closely aligned with NYLB's mission, vision, values, and objectives. They will partner with the Special Deputy, Chief of Staff, General Counsel, Chief Compliance Officer, and the Human Resources team to implement the HR strategy throughout the organization, focusing on effective management and execution of all aspects of recruitment, onboarding, compensation and benefit planning, performance management, HR data management and reporting, and training/professional development for 120 employees at NYLB.

The Director of Human Resources will directly supervise a team of 3 Human Resources professionals. Together, they will be responsible for structuring, leading, and supporting daily HR operations so they are well executed and effective. The ideal candidate will have significant experience working with a diverse group of employees and will bring expertise in employee relations, recruitment, hiring, onboarding, training, and benefits administration.

Responsibilities

Strategy and Leadership

- Assess all aspects of NYLB's human resource structure, systems, policies and programs, for relevance to its priorities and future goals.
- Develop and execute the human resource strategy in support of the overall strategic direction of the organization, specifically in the areas of compensation and

performance management, talent management, training, and development, and all essential HR processes and procedures.

- Lead the Human Resources team to deliver high-quality and responsive HR services, programs and procedures; make recommendations to ensure that the HR function offers equitable, transparent, and inclusive systems and practices to support and motivate employees.
- Partner with Leadership Team and program leadership to understand the staffing needs of the organization to meet changing internal and external conditions; manage recruitment, make staffing recommendations, and manage onboarding and offboarding efforts.
- Provide human resources expertise, guidance, support and decision-making, keeping the Leadership Team informed and up to date on key projects and issues affecting the organization.

Administration

- Develop and manage department goals, project plans and the overall workflow of human resources activities.
- Update and maintain NYLB Employee Handbook.
- Oversees all HR systems and works with the Human Resources team to ensure effective deployment and utilization of HRIS (Ceridian DayForce) across all departments.
- Manage the union relationships and contract implementation; participate in the negotiation of the Collective Bargaining Agreement with Local 1000.
- Implement learning, training and staff development on HR-related policies and topics, such as sexual harassment; performance management; staff recruitment; human resources policies; employee relations; government compliance; etc.
- Organize and oversee employee benefits program, track benefits trends and new developments, ensuring compliance with local government regulations.
- Manage the employee performance appraisal process; makes recommendations on career opportunities, training, coaching and motivation.
- Provide HR data and information as needed, including completion of the annual EEO report, activity reports, KPIs, diversity data, etc.

Employee Relations & Compliance

- Design and implement organization-wide management policies and procedures that are best-in-class and consistent with NYLB's vision and mission.
- Develop and maintain strong relationships with NYLB employees and set up easy communication channels across the organization to seek input, problem solve, keep

them informed of HR policies, regulations, and practices, and ensure employee needs are met.

- Anticipate and resolve complex problems and questions, including employee relations issues, in an economical and equitable manner compliant with legal regulations and general business practices, collaborating with General Counsel as needed.
- Initiate disciplinary processes and review grievance appeals.
- In collaboration with Chief Compliance Officer, ensure compliance with federal, state, and local regulatory agency guidelines and standards.

Qualifications

The Director of Human Resources will have the following experiences and attributes:

- Experience in leading HR, both as an effective strategist and practitioner, with a track record of successful execution of human resources programs and operations at a nonprofit organization or city/state agency
- Track record of success innovating, adapting and implementing “people-centered” operational practices
- Excited by details and knows how to make robust structures and procedures to automate, simplify and improve HR operations across the organization
- Understands how to be a thought partner and collaborator; can cultivate strong relationships and partnerships at all levels within an organization to achieve results
- Deep expertise in building and supervising an effective team
- Ability to take a solutions-oriented, data-driven approach to tackling challenges
- Exceptional judgment and discretion in dealing with sensitive situations, including escalating matters appropriately, evaluating issues fairly and objectively, and providing sound advice to the executive team
- Excellent interpersonal, oral and written communication, project management, customer service, and organizational skills
- The ability to manage difficult situations with tact and diplomacy, and maintain confidentiality
- Bachelor’s Degree in a related field, professional courses or industry experience for 10+ years, including 5 in supervisory roles
- Computer proficiency in Microsoft Office Suite
- Substantive knowledge and experience with applicable laws and regulations, including ADA, EEO, FMLA, and FLSA; preferred knowledge includes NYS Public Officers Law §§ 73 and 74

This position description is based upon material provided by NYLB,
an equal opportunity employer.

To apply to this position, please click [HERE](#).

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