

Human Resources (HR) Academy – Frequently Asked Questions (FAQs)

Q: What is the HR Academy?

A: The HR Academy is designed to strengthen Citywide HR capacity by building a shared standard of excellence, deepening operational and policy expertise, and advancing strategic leadership skills. The goal of the HR Academy is to equip HR professionals with the knowledge and tools needed to transition from transactional HR functions to strategic advisory roles that support agency performance and workforce sustainability.

Q: Who is eligible to participate?

A: Eligible participants must be:

- Full-time employees of a New York City agency for at least one (1) year
- Early to mid-career HR professionals with three-to-five (3-5) years of HR experience
- Currently serving in an HR capacity within their agency
- Endorsed by their agency head and Agency Personnel Officer (APO)

Q: What topics are covered in the program?

A: Program topics include:

- Delegation and Performance Management
- Managing Difficult Conversations
- Civil Service and Classification
- Labor Relations
- Emotional Intelligence
- Change Management
- Workforce Planning and Reporting
- Organizational Culture
- Ethics, Equal Employment Opportunity (EEO) and Compliance

Q: How long is the program?

A: The program runs for approximately **12 weeks**, during the spring and early summer, with **weekly full-day sessions**. A detailed schedule will be shared with participants upon their acceptance.

Q: What happens if I miss a class?

A: Participants will be allowed to miss one (1) session throughout the program's cycle for which they are selected. Additional absences will result in the participant being dropped from the program.

Q: Is there a cost to participate?

A: Yes. Agencies will be charged a fee of **\$2,000 for each employee** selected from their agency to participate in the HR Academy.

Q: How do I nominate someone?

A: Nominees must be nominated by their agency and submit a nomination package that includes:

- Nomination information
- Short written responses
- Signed manager information and statement of understanding
- Signed Agency Head and Agency Personnel Officer (APO) endorsements
- Updated resume

Details are included in the nomination package shared with agencies.

Q: How do I submit a nomination package?

A: Nomination packages may be submitted at: <https://bit.ly/HRacad2026>.

Q: What are the benefits of participating?

A: Participants will:

- Gain tools to advance strategic leadership
- Build a peer network of HR professionals across the City
- Develop a deeper understanding of Citywide programs and applications
- Be better positioned for future leadership roles
- Apply new insights and skills to support agency performance and workforce sustainability

Q: What is the selection process?

A: A review panel from the Department of Citywide Administrative Services (DCAS) evaluates nominations based on leadership potential and impact to their current role, commitment to public service, strong communication, collaboration skills and agency support.

The selection process includes an initial review of the nominees' resumes, a group interview followed by an individual interview.

Q: Will participants receive a certificate?

A: Yes. Participants who complete all program requirements will receive a **Certificate of Completion**.

Q: Who can I contact for more information?

A: For questions, please email the Executive Development team at ExecutiveDevelopment@dcas.nyc.gov.