



## Nomination Package

**Application Deadline:**  
Tuesday, March 31, 2026

**Program Dates:**  
April 2026 – July 2026

# The New York City Human Resources Academy 2026



# About the New York City Human Resources (HR) Academy

“Developing People, Optimizing Practices, Navigating Policy!”

## The Academy Mission

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.

## Program Overview

The HR Academy is a 12-week cohort-based program for up to 25 participants and focuses on three core areas:

- **People** - Developing, supporting, and empowering the workforce
- **Practice** - Optimizing processes, operations, and service delivery
- **Policy** - Navigating civil service rules, compliance mandates, and the political landscape

Through a series of workshops presented by expert consultants and senior managers from the public, private, and non-profit sectors, the academy will stimulate participants' analytical and creative thought to better equip them for meeting the daily challenges they face in increasing productivity and delivering service excellence.

## Nominee Qualifications

Nominees of the HR Academy should be city employees who:

1. Have been employed with city government for **at least** one (1) year;
2. Are early to mid-career HR professionals with three to five (3-5) years of HR experience;
3. Currently serving in an HR capacity within their agency;
4. Have demonstrated a strong commitment to public service and aspire to step into positions of greater responsibility within the HR field.

## Program Fee

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

# The New York City Human Resources (HR) Academy

## Curriculum Description

The HR Academy meets in person once per week, usually from 9 a.m. to 5 p.m. All workshops will be facilitated by a combination of external training vendors, internal subject matter experts, and City leaders who will share practical insights and lessons drawn from real-world public sector experience.

Program Component	Related Topic Areas Explored in the Program
<b>People</b>	<ul style="list-style-type: none"><li>● Delegation and Performance Management</li><li>● Managing Difficult Conversations</li><li>● Communicating Skillfully</li><li>● Improving Leadership</li><li>● Emotional Intelligence</li></ul>
<b>Practice</b>	<ul style="list-style-type: none"><li>● Change Management</li><li>● Workforce Planning and Forecasting</li><li>● Organizational Culture</li></ul>
<b>Policy</b>	<ul style="list-style-type: none"><li>● Civil Service and Classification</li><li>● Ethics, Equal Employment Opportunity (EEO) and Compliance</li><li>● Labor Relations</li><li>● Workforce Data and Reporting</li></ul>

## Instructional Design

The HR Academy will be largely interactive, using various learning methods including group discussions, case studies, panels, role-playing simulations, and leadership engagement.

# The New York City Human Resources (HR) Academy

## Part 1: Nominee Profile Information

Today's Date:

### Nominee Background:

First Name:

Last Name:

Work ID/Employee Reference #:

Current Office Title:

Civil Service Title:

Full Agency Name:

Agency Address (Street, No., Fl., Rm):

City, State, Zip:

Agency Telephone:

Agency Email:

### Nominee Statement of Understanding

I understand that participation in the HR Academy will require a time commitment of **one (1) day per week** for approximately **12 sessions** during the spring and early summer. I also understand that participation in the HR Academy will require my involvement in outside assignments and agency-based application projects. If selected to participate, I will meet all participation requirements to the best of my ability.

Nominee's  
Signature:

Date:

### Instructions:

In your own words, please respond to the following three (3) statements/questions. Limit responses to each essay question to 350 words or fewer. Lastly, attach an updated copy of your resume to your nomination form and list any managerial development/leadership development training you have completed before or during your city employment.

1. HR professionals in City government must balance legal requirements, union agreements, policy mandates, and operational needs. Describe a challenge these constraints may create and how HR can support agency effectiveness and employee success.

2. City rules and regulations are continually evolving. How do you stay informed about these changes and ensure that your agency remains compliant with the most current requirements within your HR role?

3. In your view, what will be the most significant challenge facing HR professionals in City government over the next five (5) years, and how can HR professionals address it?

4. Why are you interested in participating in the HR Academy, and how will the experience help you better support your agency and advance your career in City government?

### Manager/Supervisor:

First Name:

Last Name:

Title:

Agency Telephone:

Agency Email:

### Manager/Supervisor Statement of Understanding

I understand that participation in the HR Academy will require a time commitment of **one (1) day per week** for approximately **12 sessions** during the spring and early summer for this employee. If selected, the nominee has my full support and will be released to participate fully in the program. Finally, I am aware that my agency will be assessed **\$2,000 for each employee selected** to participate in the Academy.

Manager/  
Supervisor's  
Signature:

Date:

# The New York City Human Resources (HR) Academy

## Part 4: Agency Personnel Officer (APO) Information

### Agency Personnel Officer:

First Name:

Last Name:

Title:

Agency Telephone:

Agency Email:

### APO Statement of Understanding

I understand that participation in the HR Academy will require a time commitment of **one (1) day per week** for approximately **12 sessions** during the spring and early summer for this employee. If selected, the nominee has my full support and will be released to participate fully in the program. Finally, I am aware that my agency will be assessed **\$2,000 for each employee selected** to participate in the Academy.

Agency  
Personnel  
Officer's  
Signature:

Date:

### Commissioner/Agency Head Recommendation

(To be completed **only** by the commissioner/agency head)

Please check one (1) of the responses below to indicate whether you recommend or do not recommend this nominee to participate in the HR Academy:

Recommend

I do not Recommend

### Commissioner/Agency Head Statement of Understanding

I understand that participation in the HR Academy will require a time commitment of **one (1) day per week** for approximately 12 sessions during the spring and early summer. If this nominee is selected, they have my full support and will be released to fully participate in the program. Finally, I am aware that my agency will be assessed **\$2,000 for each employee selected** to participate in the Academy.

Commissioner/Agency Head's Name (Print):

Commissioner/Agency Head's Signature:

Date:

## Nomination Package Checklist:

Please check (  ) that you have gathered all the required items before submitting the application for consideration:

Part 1: Nominee Information

Part 2: Short Written Responses

Part 3: Signed Manager Information and Statement of Understanding

Part 4: Signed APO Information and Statement of Understanding

Part 5: Signed Commissioner/Agency Head Endorsement

Part 6: Resume

*Please remember, only completed applications that include commissioner/agency head approval/authorization will be considered.*

## Submission Details:

Completed nomination forms are due on, Tuesday, March 31, 2026 and may be submitted to: <https://bit.ly/HRacad2026>.

Email the Executive Development team at [ExecutiveDevelopment@dcas.nyc.gov](mailto:ExecutiveDevelopment@dcas.nyc.gov) if you have any questions.

# **NYC** DCAS

Citywide Administrative Services

