



WE ARE YOUR DOL



Department
of Labor

HUMAN RESOURCES CONSULTATION

Services for Businesses

The New York State Department of Labor has many services for businesses. Our Occupational Analysts will help you with a variety of human resources issues at no cost. These free services can save you thousands of dollars each year. Here are some of the services we offer.

JOB ANALYSIS

We review the specific requirements of a job and the work performed to develop detailed job descriptions and performance evaluations, and help identify training needs.

SKILLS GAP ANALYSIS

We identify and compare the knowledge, skills and abilities of individuals with the job requirements. This analysis reveals any transferable skills and whether or not additional training is needed.

SKILLS MATCHING AND REFERRAL TECHNOLOGY

This state-of-the-art job-matching tool will help you find the best candidates for your jobs. We help you write effective job descriptions so you can better screen applicants, thereby reducing your recruitment and training costs.

EMPLOYEE HANDBOOKS

We help you develop a new guide for workers or review an existing version.

LEGAL COMPLIANCE

We help you review and provide information on current labor laws. We can also connect you with an expert at our agency who can help you keep in compliance with the latest regulations.

EMPLOYMENT APPLICATIONS

We review current applications and/or develop new ones. We also review content for discriminatory questions.

INTERVIEW TECHNIQUES

We offer guidance to help you get the information you need from your interviews and avoid illegal questions.

EMPLOYEE ORIENTATION

We suggest consistent standards you can use with new hires to help them learn about your business and their job.

TURNOVER ANALYSIS

Hiring staff is time consuming and costly. We help determine why workers leave their jobs and suggest steps to minimize the problem.

We have Business Services staff across the state. For help, contact the nearest New York State Career Center.

CAPITAL REGION

Kathleen McCoy
155 Washington Avenue, Third Floor
Albany NY 12210
518-457-2483
kathleen.mccoy@labor.ny.gov

CENTRAL NEW YORK

Roy Jewell
450 S. Salina Street, Room 302
Syracuse, NY 13202
315-479-3362
roy.jewell@labor.ny.gov

FINGER LAKES

Jason Kirchhoff
276 Waring Road
Rochester, NY 14609
585-258-8843
jason.kirchhoff@labor.ny.gov

HUDSON VALLEY

Sheila Davis
The Maple Building
3 Washington Center 4th Floor
Newburgh, NY 12550
914-737-3490 Ext. 326
sheila.davis@labor.ny.gov

LONG ISLAND

Michael Cohen
303 West Old Country Rd
Hicksville, NY 11801
516-934-8523
michael.cohen@labor.ny.gov

MOHAWK VALLEY

James Bepko
207 Genesee Street
Utica, NY 13501
315-793-2271
james.bepko@labor.ny.gov

NEW YORK CITY

Yan Zhou
9 Bond Street
Brooklyn, NY 11201
718-613-3406
yan.zhou@labor.ny.gov

NORTH COUNTRY

Melissa Baretsky
194 US Oval
Plattsburgh, NY 12903
518-561-0430
melissa.baretsky@labor.ny.gov

SOUTHERN TIER

Robert Crouse
2001 Perimeter Road, Suite 3
Endicott, NY 13760
607-741-5184
robert.crouse@labor.ny.gov

WESTERN NEW YORK

Christopher Kokoszka
284 Main Street
Buffalo, NY 14202
716-851-2655
christopher.kokoszka@labor.ny.gov