



**CITY OF ALBANY**  
**OFFICE OF THE MAYOR**  
24 EAGLE STREET  
ALBANY, NEW YORK 12207  
WWW.ALBANYNY.GOV

**DR. DORCEY L. APPLYS**  
MAYOR

January 7, 2026

City of Albany City Clerk  
Shaniqua Jackson  
24 Eagle St.  
Albany, NY 12207

Dear City Clerk Jackson:

As per City of Albany Code, Article III, Section 301(c)(1), I hereby appoint Miriam Dixon as Commissioner of the Department of Administrative Services effective January 1, 2026. Attached is a copy of Miriam's resume for your review.

My office is available to meet with the Council during the confirmation process. Thank you for your attention to this matter.

Sincerely,

Dr. Dorcey L. Applyrs  
Mayor, City of Albany

cc.: Hon. Kelly Kimbrough, President, Common Council  
Hon. Ginnie Farrell, President Pro Tempore, Common Council  
Hon. Alfredo Balarin, Majority Leader, Common Council  
Robert Magee, Esq., Corporation Counsel  
Nesta Littlejohn, Chief of Staff to Mayor Dr. Dorcey L. Applyrs

# MIRIAM DIXON

Commissioner of Administrative Services | Transformational Public Sector Leader | Equity-Driven Strategist  
(316) 217-3524 • [dixon\\_miriam@yahoo.com](mailto:dixon_miriam@yahoo.com) • <http://linkedin.com/in/miriamdixon-strategic-leader> • Albany, NY

## EXECUTIVE SUMMARY

Municipal and state government executive with more than 15 years of leadership experience spanning administrative services, fiscal management, human resources, technology modernization, procurement, civil service, EEO, sustainability, and organization-wide operations. Former Chief Administrative Officer for a \$150B dollar statewide public institution and former Director of Human Resources and Payroll Director for the City of Albany. Proven success unifying HR, Budget, IT, MWBE, Records, Payroll, EEO, and Facilities into integrated, accountable systems that support transparent, equitable, and efficient government.

Recognized for designing and implementing systems, multi-year budget strategies, internal controls, technology modernization, revenue and expenditure monitoring, and enterprise-wide process improvements. Skilled in developing long-range operational plans, modernizing administrative systems, ensuring regulatory compliance, and advising executive and legislative bodies on fiscal and operational strategy.

## CORE COMPETENCIES

Strategic Planning & Governance	Budget, Finance & Resource Optimization	Technology Modernization & Data Integration (Workday, digital transformation)
Human Resources, Labor Relations & Workforce Analytics	Procurement, MWBE & Policy Compliance	Equity, Inclusion, and Organizational Culture
Performance Management & Operational Efficiency	Board & Executive Partnership	Executive Communications & Stakeholder Engagement

## PROFESSIONAL EXPERIENCE

New York State Teachers' Retirement System	Albany, NY
Chief Administrative Officer (Managing Director - Administration)	10/2020 - 06/2025
Directed enterprise-wide administrative operations for one of the nation's largest public pension funds, serving 450,000 members and managing a \$150B portfolio. Oversaw Human Resources, EEO, Budget & Analytics, Strategic Planning, Project Management, Engagement & Events, Training & Development, Facilities, Business Continuity, and Safety & Security.	
<ul style="list-style-type: none"><li>Directed a \$100M+ administrative budget and produced multi-year forecasts, expenditure controls, and variance analyses aligned with executive and board priorities.</li><li>Spearheaded Workday ERP implementation, modernizing HR, payroll, organizational management, reporting, and enterprise workflows.</li><li>Established the institution's first strategic planning division and developed a multi-year operational plan linking staffing, resources, technology, and service outcomes.</li><li>Served on the Ethics Committee and co-authored NYSTRS' first Artificial Intelligence Policy, setting governance standards for emerging technologies.</li><li>Directed facilities operations, capital planning, engineering coordination, and sustainability initiatives across two owned buildings.</li><li>Led enterprise HR strategy, overseeing recruitment, civil service, employee relations, compensation &amp; classification, performance management, and workforce development for 450+ employees.</li><li>Oversaw records digitization project, transitioning paper archives into compliant electronic systems improving transparency and FOIL-equivalent responsiveness.</li><li>Built and scaled the organization's first DEI function, embedding equity in hiring, leadership development, and employee policy—resulting in a 25% increase in engagement.</li><li>Partnered with the CTO on enterprise-wide IT modernization, including hardware and software upgrades and the implementation of collaborative technologies (e.g., Microsoft HUBS, Teams Rooms &amp; Sharepoint).</li><li>Served as Business Continuity Officer, leading emergency preparedness, operational risk mitigation, and regulatory filings.</li><li>Presented complex fiscal, operational, and policy analyses to executive leadership, board committees, and statewide oversight bodies.</li><li>Co-chaired NYSTRS' annual MWBE conference, coordinating with Legal, Finance, Procurement, and NYSLRS to meet state mandates and elevate vendor diversity.</li><li>Led labor negotiations for an 85% unionized workforce, securing the largest and most equitable contract settlement in recent years.</li></ul>	

## PROFESSIONAL EXPERIENCE

### Deputy Chief Administrative Officer

04/2019 - 10/2020

Supported operational, fiscal, and administrative oversight during a period of modernization and organizational redesign.

- Led development and monitoring of the \$100M+ operations budget, including multi-year cost projections and expenditure oversight.
- Modernized administrative policies across HR, records, and facilities, improving consistency, compliance, and operational efficiency.
- Coordinated capital planning and long-term facilities strategy, including engineering engagement and infrastructure readiness.
- Delivered workforce analytics, internal controls metrics, and compliance reporting for executive leadership and the board.
- Designed and implemented leadership development and succession systems expanding the internal leadership pipeline.
- Prepared audit documentation and corrective action planning, ensuring alignment with statewide regulatory and administrative standards.
- Partnered with legal, IT, and finance to strengthen administrative workflows, data accuracy, records governance, and organizational policy.
- Worked closely with general counsel to ensure compliance with labor laws and collective bargaining agreements in a unionized environment.

### City of Saratoga Springs

Saratoga Springs, NY

#### Director Human Resources

07/2017 - 03/2019

- Advised the Mayor and City Council on workforce modernization, HR policy, and Taylor Law compliance.
- Managed end-to-end HR operations for all city departments—recruitment, classification, training, performance management, and labor relations —serving as the city's lead HR officer.
- Negotiated and administered four collective-bargaining agreements; resolved grievances and disciplinary matters for union and non-union staff.
- Served as the City's ADA and Reasonable Accommodation Coordinator, partnering with department heads to manage accessibility requests, workplace adjustments, and emergency response procedures in compliance with state and federal mandates.
- Introduced citywide DEI training, performance-management reform, and analytics dashboards to drive accountability.

### City of Albany

Albany, NY

#### Director of Human Resources

01/2014 - 07/2017

Served as principal HR and labor relations advisor to the Mayor, Common Council, and department heads for the City's workforce across multiple unions and civil service groups.

- Directed HR functions for municipal employees, including staffing, policy administration, classification, training, and employee engagement initiatives.
- Negotiated and managed seven collective bargaining agreements covering uniformed and civilian employees.
- Developed recruitment and succession plans to support workforce continuity and long-term leadership development.
- Led migration from Oracle HRIS to cloud-based platform; implemented cloud based time-keeping system.

## ADDITIONAL EXPERIENCE

### Layne Christensen Company

#### Corporate HR & Payroll Supervisor

2012 - 2013

### City of Albany, NY

#### City Payroll Manager

2010 - 2012

### Richardson Brands/Bogdon Candy Co

#### Controller (HR & Operations)

2007 - 2010

## EDUCATION & CREDENTIALS

### Fitchburg State University

#### MBA, Human Resource Management

### Missouri State University

#### BS, Psychology

### Harvard Business School Executive Education

#### Program Certificate, Women's Leadership Forum