

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
JOB POSTING NOTICE**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> N/A
<b>Title Code No:</b> 56057	<b>Salary:</b> \$35,683 - \$41,036 <b>Frequency:</b> Annual
<b>Business Title:</b> Administrative Associate	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Personnel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 305615	<b>Hours/Shift:</b> Day
<b>Job Description</b>	
<p>The New York City Department of Correction (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.</p> <p>The DOC has an opening in its Human Resources Employee Services Unit for an Administrative Associate. Reporting directly to the HR Benefits Coordinator, with latitude for independent initiative and judgment, the selected candidate tasks will include the following:</p> <ul style="list-style-type: none"> <li>• Assists in the processing of leaves of absence, retirements, absence control and workers' compensation requests for agency staff;</li> <li>• Prepares written correspondences pertaining to employee benefits for distribution to active/inactive employees;</li> <li>• Maintains liaison with agency Commands, Divisions and Units, including personnel supervisors and captains, as well as with HR units and outside agencies/entities, to secure required information and/or documentation, as well as to provide status updates pertaining to employee benefits, long-term leaves of absence, retirements and health benefits;</li> <li>• Meets with agency staff on employee benefits, with the goal of answering inquiries or resolving issues related to health benefits, deferred compensation, management benefits fund, disability and service retirement, workers' compensation and Family Medical Leave (FMLA); while performing customer service in accordance with established DOC visit policies and procedures;</li> <li>• Conducts research on existing policies and procedures that govern absence control, FMLA, workers' compensation, health insurance, retirement, etc.;</li> <li>• Generates reports related to employee benefits, as well as assists in ad-hoc projects, as needed.</li> </ul>	
<b>Minimum Qualification Requirements</b>	
<ol style="list-style-type: none"> <li>1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;</li> <li style="text-align: center;">or</li> <li>2. Education and/or experience which is equivalent to "1" above.</li> </ol>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Excellent interpersonal, verbal, and written communications skills,</li> <li>• Organizational, time-management, and multi-tasking skills,</li> <li>• Strong attention to detail is essential.</li> </ul>	
<b>Residency Requirement</b>	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID# 305615  For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for Job ID# 305615  Submission of a resume is not a guarantee that you will receive an interview.  Only candidates under consider will be contacted.</p>	
<b>Posting Date:</b> 9/13/17	<b>Post Until:</b> 9/27/17