

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$50,362 - \$60,000 Frequency: Annual
Business Title: HMD Workers' Compensation Claims Analyst	Work location: 59-17 Junction Blvd Corona NY
Division/Work Unit: Health Management Division	Number of Positions: 1
Job ID: 261537	Hours/Shift: Day
Job Description	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It 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 DOC operates 12 inmate facilities, 9 of which are located on Riker's Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.</p> <p>The Health Management Division (HMD) is seeking a dynamic candidate to fill the position of Workers Compensation Unit Specialist. The qualified candidate will be responsible for and lead all aspects of the Workers Compensation Unit. This includes but is not be limited to training and overseeing claims analysts who are the point of contact for workers' compensation inquiries; handling and processing workers' compensation claims; and manually preparing forms upon request by the New York City ("NYC") Law Department. The incumbent will also be responsible for quality claim outcomes and assure accurate and timely case resolution; communicate and liaise with the NYC Law Department and FISA; work collaboratively across department lines with staff and supervisors; and perform related duties as assigned.</p>	
Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above. 	
Preferred Skills	
<ul style="list-style-type: none"> • Strong communication and organization skills; ability to multi task • Excellent MS Office skills in Word, Excel, PowerPoint • Experience with MS SharePoint Designer a plus • Self-starter with proven reliability and personal integrity • Minimum 2 years pervious administrative experience 	
Residency Requirements	
<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>	
To Apply:	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 261537 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 261537 Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Post Date: 10/4/16	Post Until: 10/17/16

The New York City Department of Correction and The City of New York are Equal Opportunity Employers