

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

Civil Service Title: Associate Staff Analyst	Level: N/A
Title Code No: 12627	Salary: \$73,389 - \$90,000 Frequency: ANNUAL
Business Title: Deputy Director, Staffing & Certification Unit	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 275686	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit a highly motivated business partner to serve as a Deputy Director of Human Resources in the Staffing & Certification Unit. The Deputy Director under the direction of the Director of Human Resources, will work to advance the agency's initiatives and secure and maintain a qualified and sustainable workforce. In this role, the Deputy Director will manage all areas pertaining to Staffing & Certification. This includes but is not limited to the following:

- Researching and posting for vacant job openings, vetting titles for usage, advising hiring managers of appropriate titles and salaries.
- Manage staff engaged in the review of resume selected for interviews.
- Coordinates and enters candidate selection information in NYCAPS, and interfaces with DOC's Budget office to ensure necessary approval.
- Communicates with candidates regarding agency's hiring process, job offers and oversees the pre-employment process.
- Oversees staff responsible for new hire pre-screening interviews (reviewing of CPD, ensuring residency compliance, and other background information) are met.
- Partners with other city agencies and facilitates the release of prospective employees currently employed by other New York City agencies.
Works closely with the Department of Investigation (DOI) on vetting requirements for affected staff to ensure compliance to DOI's requirements.
- Ensures that the preparation of NYCAPS data documents for all personnel actions, including all PAR actions are complete and accurate.
- Conducts salary review and analysis to determine appropriate compensation.
- Informs hiring managers about probationary periods for civil service list hires and/or promotions.
- Oversees staff responsible for civil service hiring and DP72 transactions.
- Serve as a lead, mentor, and trainer to Human Resource Managers.
- Works very closely and share information with other HR business partners to ensure a seamless onboarding journey for all potential hires.
- Updates and maintain staffing report prior to sharing with Division leads.
- Creates and maintains hiring Unit's organizational charts for accuracy.
- Attends meetings on behalf of the Director and acts as the Director during absences.

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a Juris Doctor degree from an accredited law school, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

Preferred Skills

- Thorough knowledge of City Personnel, Payroll and Civil Service rules and compliance regulations.
- Excellent knowledge of NYC information systems, including NYCAPS, CHRMS, PMS, PRISE.
- Committed to enhancing the Department's reputation by providing premier customer service to staff, prompt and courteous responses to all and working with both internal and external partners in the best interest of the Department.
- Excellent collaborative skills (including writing and communication).
- Ability to work well in an open-themed team environment; paying attention to details and juggling multiple priorities.
- Well organized, assertive and able to work independently and collaboratively.
- Excellent attention to detail.
- Ability to work under pressure, while juggling multiple tasks simultaneously.

Residency Requirement

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.

Special Note

All candidates must be permanent in title in order to apply.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 275686**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consider will be contacted.

Posting Date: 12/15/16	Post Until: 12/29/16
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The City of New York and the Department of Correction are Equal Opportunity Employers