

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

Civil Service Title: Staff Analyst (Part-Time)	Level: 01
Title Code No: 12626	Salary: \$26.61 - \$36.23 Frequency: Hourly
Business Title: Records Analyst (Part-Time)	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Personnel Division	Number of Positions: 1
Job ID: 241930	Hours/Shift: Day

Job Description

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, nine 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 Criminal, Supreme, and Family Court in each borough.

Under supervision the Records Analyst will assist the records department in performing a variety of administrative support tasks. The Records Analyst's tasks will include but are not limited to the following:

- Perform daily assessment of records retention schedule with business units to ensure compliance
- Assists the Director of Records on a daily basis
- Analyzes and evaluates current records management policies, procedures and processes,
- Evaluates user needs based on assessments of records and interviews with users,
- As requested develops, prepares, and delivers oral and written reports and presentations regarding records management.
- Coordinates with and submits reports to offsite storage vendor regarding transfer of applicable records and other records retention issues as needed.
- Analyzes records inventory results and develops and communicates records retention schedules.
- Coordinates with business units to facilitate initiatives set forth by the Records Director
- Monitors records retention activities and report findings to the Director of Records.
- Assist with collecting and developing information from a variety of sources to include conducting record checks verification with employers, law enforcement agencies etc.
- Actively participates in and coordinates records management related projects that have an agency-wide impact.
- Advises agency staff members as on records management policies and procedures, implemented by Records Director.
- Assists in new employee orientation sessions regarding records management and records retention.
- Performs related work as assigned.

Minimum Qualification Requirements

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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 closely related field; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or 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.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Preferred Skills

A minimum of two years of progressively responsible experience in a professional office environment with some records management experience;
Ability to lift, drag and push files, paper and documents weighing up to 25 pounds; to maintain filing systems; learn and apply computer technology related to records management; effectively organize tasks and work within deadlines.

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.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 241930

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 241930

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Posting Date: 5/25/16	Post Until: 6/8/16
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