

2021 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Strategic Planning, Human Capital

ADDRESS1 1 Centre Street, 21st Floor

ADDRESS2 New York, NY 10007

CONTACT NAME Stella Xu

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PHONE (212) 386-0324

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) provides effective shared services to support the operations of New York City government. Its commitment to equity, effectiveness, and sustainability guides its work with City agencies on:

Recruiting, hiring, and training employees;

Providing facilities management for 55 public buildings;

Acquiring, selling, and leasing City property;

Purchasing more than \$1 billion in supplies and equipment each year; and

Implementing conservation and safety programs throughout the City's facilities and vehicle fleet

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Strategic Planning drives change across Human Capital, supporting projects and agency-wide efforts to achieve operational excellence, and ensures that City leaders and agency executives have the information and tools they need to conduct strategic workforce planning using data analytics and reporting.

The Bureau publishes the annual [Workforce Profile Report](#); provides monitoring and reporting for Provisional Reduction compliance; supports all of Human Capital data reporting and analytics; administers and evaluates citywide personnel policies and programs; and manages the [New York City Employee Blood Program \(NYCEBP\)](#).

POSITION TITLE (Max characters 100)

Graduate Policy Assistant Summer Intern, Strategic Planning

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Policy Assistant will assist the Citywide Personnel Policy staff with research and projects related to the development of new citywide policies and develop best practices on existing policies. The Policy Assistant will also assist with researching current state laws, new legislation and executive orders, as they relate to existing Citywide policies, to identify where new interpretation or updates may be needed, in order to ensure consistency.

Duties and Responsibilities

- Research Federal, State and Local laws affecting NYC Employees, using online resources
- Summarize research projects, review and edit current policy language
- Develop and summarize policies via Fact Sheets and other visualizations of complex policy documents

to simple and easy-to-understand documents.

- Work in a collaborative team environment.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Applicant should be in a program area/concentration focused on government programs and policy. Applicants should have strong communications skills and be able to present effectively to a broad range of audiences.

APPLICATION PROCESS (Max characters 700)

Submit cover letter and resume to the above referenced agency contact.

SALARY RANGE

\$18 per hour

- Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships are available between May and September for a maximum of 13 weeks.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.