

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Staff Analyst M-IV</u>	Salary:	<u>\$120,000 - \$135,000</u>
Title Code:	<u>10026</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director of Employment & Resources</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Division of Operations & Administration/Office of Human Resources</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

Only Candidates who have a permanent Administrative Staff Analyst or comparable civil service title will be considered for an interview. Please include your employee identification number (EIN) when applying and indicate in your cover letter if you are a permanent Administrative Staff Analyst Staff.)

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

DFTA seeks a dynamic, motivated, and detail-oriented individual to serve as the Director of Employment & Resources in the Office of Human Resources, reporting to the Chief Human Resources Officer. The Office of Human Resources (OHR) is dedicated to ensuring that staff are given appropriate resources and opportunities to flourish, remain well, and positioned to help provide essential services to the older New Yorkers that participate in DFTA Programs.

The Director of Employment & Resources is responsible for the agency's human capital administration, which includes employment and recruitment, human resources, civil service administration, employee and labor relations, professional development, time and leave administration, career counseling, employee benefit & wellness programs, performance management, employee recognition, agency-wide events, and partnering with citywide and oversight agencies to facilitate the agency's workforce management business needs.

With latitude for independent decision making and judgment, the Director of Employment & Resources will provide leadership and overall direction to the Office of Human Resources to ensure that the activities of the agency's personnel office further its objectives and goals as well as those of the entire agency. The Director of Employment & Resources responsibilities include, but are not limited to the following:

- Oversight & direction of - daily HR employment operations, including advising employees and management on agency and City policies.
- Supervise and train staff. Set priorities, research, analyze, plan, develop, implement, monitor, assess programs and new initiatives and enhance productivity.
- Manage and oversee implementation of all phases of hiring and Civil Service List Administration, including coordinate with hiring managers, identify alternative hiring solutions, screen applicant resumes, identify, and communicate with potential job candidates, coordinate, and expedite interview and selection process, facilitate, and resolve recruitment issues.
- Oversee and assist with- personnel actions, time and leave transactions, benefits administration, title classification and compensation and EEO.
- Serve as the primary resource for the agency's leadership team to provide guidance on HR rules, procedures, and processes including recruitment, the NYC Civil Service System, employee separations, disciplinary action, personnel changes, and benefit provisions.
- Direct and coordinate employment operations and activities relative to NYCAPS & OMB, including the review, entry, approval and/or correction of transactions.
- Compile, analyze and update and track the Department's vacancy reports, rosters, and budget reports for leadership. Support the process of gathering and analyzing recruitment data; and creating goals and metrics for ensuring success.
- Oversee background investigations of applicant education and experience to verify eligibility for permanent, competitive, and non-competitive appointments.
- Ensure receipt and proper maintenance of appropriate files for all personnel during onboarding, off-boarding, civil service transactions, leaves of absence, and promotions and/or title changes as required.
- Review processes and procedures to ensure compliance with City, State and Federal rules and regulations and make recommendations related to the implementation and modification of processes to increase efficiency and effectiveness.
- Serve as a subject matter expert for staff on all available leave programs such as Family Medical Leave Act (FMLA), Paid Family Leave (PFL), Paid Parental Leave (PPL), Child Care Leave (CCL), COVID-19, Military Leave and all other City of New York leave benefits and policies.
- Work with the Employment Law Unit (ELU) and General Counsel on employee labor relations activities, including matters concerning personnel issues, procedures, grievances, and make recommendations to improve employee relations.
- Assist the CHRO in the execution and evaluation of key programmatic elements of assigned programs, and the implementation of human resource management policies, procedures, and strategies tailored to meet organizational changes, needs and program goals/objectives.
- Serves as the Department 55a Coordinator and Career Counselor.
- Support the submission on agency EEO HR employment data to satisfy citywide reporting requirements.
- Perform additional related duties as required.

Minimum Qualifications:

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 closely related field, and two years 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, 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills:

- At least 5 years supervisory experience in human resources administration in NYC government.
- Experience with assessing and implementing policies and procedures.
- Excellent organizational, management, leadership, analytical and critical thinking skills.
- Experience with NYC government human resources related systems such as NYCAPS, PMS, CHRMS, PRISE and CityTime.
- Excellent communication, verbal, written, and presentation skills.
- Ability to manage and prioritize multiple projects and stays focused on achieving goals.
- Energized & committed to provide an excellent customer experience to all staff.
- Ensure overall satisfaction with OHR services and resources that is driven by ease, speed of interactions, transparency of processes and effectiveness.
- Ability to consistently meets deadlines and requirements.
- Demonstrates excellent analytical skills, and ability to apply functional benefits knowledge to solve problems and identify opportunities for improvement.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.
 All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
 Click on Recruiting Activities/Careers and Search for Job ID # 535165
 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 535165
 Please do not email, mail or fax your resume to DFTA directly.

55-a Program:

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date: July 19, 2022	Post Until: Filled	Posting No. 125-23-01 CW
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