



Office Title: Talent Acquisition Specialist	Civil Service Title: Community Coordinator
Level: 1	Salary Range: \$52,524 - \$75,000
Division / Work Unit: Human Capital	Number of Positions: 1
Job ID: 402578	Hours / Shift: Monday – Friday (9am – 5pm)
Position Status: Full-Time / Permanent	Application Deadline: Until Filled
DISCLAIMER: The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.	

THE AGENCY

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and by sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the \$1 billion Neighborhood Development Fund, geared toward ensuring growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

THE ROLE

The DCP Human Capital team is responsible for developing and executing strategies and initiatives to support the operational and strategic human capital needs of this fast-paced and dynamic agency. As a smaller agency, members of this team are exposed to all facets of HR to allow for growth and professional

development around the inner workings of a NYC agency. The ideal DCP Human Capital team member is driven, proactive and a life-long learner who is looking to be part of implementing policy and the streamlining of human capital strategy and operations.

RECRUITING & ONBOARDING

- Responsible for recruitment of agency staff and interns; create and publicize job postings via NYCAPS, Agency Internal/External site, bulletin boards and other career sites;
- Develop effective job postings and recruitment strategies and processes based upon job responsibilities and civil service minimum qualification requirements; recommend and implement strategies that drive diversity initiatives and goals;
- Coordinate with hiring managers to perform duties regarding the full cycle of the recruitment process including: pre-planning meetings, creating and editing job postings, posting jobs in various sites; acting as a liaison with vendors for external postings, scheduling interviews, extending job offers to prospective candidates, handling PAR submissions in NYCAPS for OMB approval, tracking all recruitment actions, and sending and maintaining offer letters;
- Manage the onboarding and off boarding of employees including pre-hire paperwork and new-hire orientation;
- Maintain Job Vacancy Tracking System to capture candidate information and other related metrics;
- Host and attend career fairs and civil service hiring pools;
- Develop strategies for identifying appropriate websites and recruitment sources for all DCP positions;
- Establish regular and proactive communications with hiring managers to provide status updates;
- Provides information and user support on the City's Employee Self-Service system and NYCAPS on recruitment;
- Develop, drive and support internship opportunities and related programs within the agency, including building and maintaining a strong recruitment network for interns during the summer and academic year; continuously interface with local schools, urban planning programs, academic internship offices and professional organizations to drive best in class talent acquisition;
- Lead annual internship programs during the Spring, Summer and Fall cycles;
- Provide information and assistance to agency management and staff on Civil Service exams and all applicable rules and regulations;
- Prepare routine ad-hoc reports on HRIS systems (e.g., NYCAPS, PRISE, CHRMS, VISTA, etc.) to drive best in class HR programs and processes;
- Support the process of gathering and analyzing recruitment data; and creating goals and metrics for ensuring success;
- Develop and manage recruitment communication content and distribution channels;
- Assist the Director and Deputy Director on special projects as needed

MINIMUM REQUIREMENTS:

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

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.
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TO APPLY: All applications must be submitted through the NYC Careers / ESS Website

City Employees

1. Log in to ESS.
2. Search for job ID number: **402578**
3. Click on the job business title: **Talent Acquisition Specialist**
4. Click on “Apply Now” at the bottom of the posting

Non-City Employees – Please visit: <https://www1.nyc.gov/jobs/> and follow the steps below:

1. Search for job ID number: **402578**
2. Click on the job business title: **Talent Acquisition Specialist**
3. Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

PLEASE NOTE: 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 a Human Capital representative.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.