

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Associate Staff Analyst</u>	Salary:	<u>\$68,466 - \$88,649</u>
Title Code:	<u>12627</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Assistant Director of Human Resources</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Human Resources</u>		

Job Description:

This vacancy is open only to City employees who are currently permanent in the title Associate Staff Analyst. On your cover letter and resume, clearly indicate that you are permanent in the title Associate Staff Analyst.

Reporting to the Director of Human Resources, the Assistant Director will be responsible for the following responsibilities which will include, but will not be limited to:

- Serves as Department Leave Coordinator. Counsels employees on eligibility for FMLA/SLOAC, Dedicated Sick Leave, Advanced Leave, Child Care Leave, Military Leave and other Leaves of Absence. Tracks PSB 200-10 Leaves of Absence. Prepares related correspondence and reports.
- Manages the Annual and Probationary Employee Performance Evaluation Program. Prepares correspondence and tracking reports. Assists in the preparation of Tasks and Standards. Monitors probationary periods for permanent, provisional and non-competitive employees.
- Serves as Financial Disclosure Liaison. Based on filing criteria determines who is required to file a Conflict of Interest Board (COIB) and Department of Investigation (DOI) Disclosure Report. Coordinates annual financial disclosure filing.
- Serves as the Blood Program Coordinator, as well as liaison to the Department of Citywide Administrative Services (DCAS) for the following: One Hundred Year Association Awards Program, Public Service Corp. Intern Program and 55-a Program.
- Collaborates with DCAS regarding the development of civil service examinations for Department specific and City-wide titles.
- Acts as Career Counselor advising employees of scheduled examinations and other career opportunities.
- Assists the Director regarding matters involving employee misconduct and work performance, grievances and related labor management matters.
- Performs special projects, as needed.

Minimum Qualifications:

Must be currently serving as a permanent Associate Staff Analyst.

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

Preferred Skills:

Knowledge and/or NYC work experience in the responsibilities outlined in the Job Description above.
Proficiency in Excel, MS Word and Outlook.
Knowledge of NYCAPS, PMS, CHRMS, PRISE and CITYTIME.
Strong analytical and written communication skills.
Ability to multitask and meet deadlines.

TO APPLY

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 # 195932

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 195932

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **June 4, 2014**

Post Until: **Filled**

JVN No. **125-15-28 CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER