

NEW YORK CITY BUSINESS INTEGRITY COMMISSION

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst, Level 1	TITLE CODE NO: 10026
OFFICE TITLE: Director of Human Resources	SALARY: \$80,000 - \$110,000
UNIT/LOCATION: 100 Church Street, 20 th Floor New York, NY 10007	NUMBER OF POSITIONS: 1
JOB DESCRIPTION: The Business Integrity Commission (“BIC”) has oversight of the private carting industry, wholesalers and businesses operating in the designated public wholesale markets, and shipboard gambling. BIC is seeking an experienced and innovative candidate to serve as the Director of Human Resources. Under the direct supervision of the Chief of Staff/Deputy Commissioner of Operations, and with latitude to exercise independent judgment, the Director of Human Resources will be responsible for overseeing all aspects of the Human Resources Department, including payroll, timekeeping and employee benefits, hiring, promotions, transfers, separations and maintaining of all personnel folders; orientation, training and development, succession planning, employee relations; the development and monitoring of all staff performance management; liaison with the Office of Payroll Administration (OPA), Office of Management and Budget (OMB), The Office of Labor Relations (OLR), the Department of Citywide Administrative Services (DCAS) and the agency’s Disciplinary Advocate; research, develop, draft, and update policies, procedures , methods, and guidelines; communicate and enforce agency values; ensure the resolution of issues efficiently and effectively in accordance with applicable laws, established rules and regulations; manage special projects; and perform related duties as assigned.	
QUALIFICATIONS REQUIRED: 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;	
NYC residency required within 3 months of appointment.	
PREFERRED QUALIFICATIONS: <ul style="list-style-type: none"> • Knowledge of HR processes and policies expected; those of NYC government preferred; • Extensive knowledge of the City of New York’s personnel rules and regulations and requirements set forth by New York State Civil Service Law; • Strong analytical, interpersonal, problem-solving, decision-making and organizational skills; • Ability to communicate highly complex information clearly and succinctly, both orally and in writing; • Knowledge of NYCAPS, PMS, CHRMS, PRISE, E-HIRE, etc. preferred; • MS Office (Word, Excel, Outlook, PowerPoint) proficiency; • Ability to maintain a high level of confidentiality. 	
Residency Requirements 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: Employee Self-Service (ESS)- www.nyc.gov/ess For all other applicants: Go to www.nyc.gov/careers Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consider will be contacted.	
Human Resources Department New York City Business Integrity Commission 100 Church Street, 20 th Floor New York, NY 10007 FAX: 212-676-2846 hresources@bic.nyc.gov	
The City of New York is an Equal Opportunity Employer.	
POSTING DATE: 7/2/15	POST UNTIL: Until Filled
POSTING #: 831-15-111	