

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice – Repost

Civil Service Title: Staff Analyst	Level: 01
Title Code No: 12626	Salary: \$45,358.00 - \$61,754.00
Office Title: Unemployment Insurance Claims Processor	Work location: 1 Centre St., N.Y.
Division/Work Unit: DCPS/Unemployment Insurance	Number of Positions: 2

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire 2 Staff Analysts Level 1 to serve as Unemployment Insurance Claim Processors to work within the Division of Citywide Personnel Services (DCPS), Bureau of Civil Service Administration's, Unemployment Insurance Unit (UI). The candidates duties will be to: represent NYC in confidential hearings on unemployment insurance cases, obtain employment separation and wage information from NYC agencies, analyze employment data with reference to the NYS Unemployment Insurance Law and make assessments as to eligibility for UI, communicate with NYS Department of Labor for determinations in cases of possible disqualification for UI benefits, and provide appropriate follow-up. In addition, the incumbent reviews all pertinent case records, and secures witnesses necessary to present the City's position at hearings in UI matters before NYS Administrative Law judges, records pertinent information into UI case tracking system, updates claimant case histories as needed, and performs other tasks associated with the UI process.

Only candidates who are permanent in the title of Staff Analyst or who are taking the Staff Analyst exam should apply.

Qualification Requirements

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; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning or fiscal management; or in a related area.

Special Note

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

New York City residency may be required within 90 days of appointment.

Essential Skills

The qualified candidates should possess good analytic, problem solving, and communications skills (verbal and written), should be well organized, have solid computer experience, and be able to quickly develop a working knowledge of the Bureau's operations; the ability to handle multiple concurrent activities is critical; must work well with team and independently, meet deadlines, analyze problems, and develop effective solutions.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/007961. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 12/29/2009

Post Until: 03/29/2010

JVN: 868-2010-007961

The City of New York is an Equal Opportunity Employer.