

*Citywide Organizational
&
Executive Development Programs*

*Human Resource
Programs
of
Professional
Practice*



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The Official New York City Web Site
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Agency Personnel Officer Master Class

What is the Agency Personnel Officer Master Class?

The Agency Personnel Officer (APO) Master Class is a program designed for mid-level and senior level human resource managers working in City government. The program reinforces the competencies that are essential to City human resource managers and offers an intensive immersion in City-specific human resource policies and procedures.

How is the APO Master Class structured?

The APO Master Class is a 10 week program that meets one half day per week, from 9:00 a.m. to 1:00 p.m. Each session of the APO Master Class is taught by in-house experts who address a myriad of topics including: civil service law, certification, investigations, civil service examinations, performance evaluation, processing of PARs, health benefits, use of PMS and other computerized HR systems, EEO policy and discipline.

How will I benefit from participating in the APO Master Class?

The APO Master Class gives participants the unique opportunity to learn from key personnel in City human resource management. Instructors of the Master Class are the “go to” people in City human resource management and offer insight into the many questions that arise around HR policy and procedure. In addition, participants have access to a professional network of peers and senior level human resource practitioners who volunteer their time to provide support and advisement.



When is the course offered?

The Agency Personnel Officer Master Class is offered once a year. For schedule and fee information call (212) 669-3615 or visit our website at www.nyc.gov/executivedevelopment



Human Resource Management Certificate Course

What is the HRM Certificate Course?

The Human Resource Management (HRM) Certificate Course is offered in cooperation with the Society for Human Resource Management (SHRM) and Pace University. The program provides an overview of the key roles and functions of a senior Human Resource generalist.

How is the HRM Certificate Course Structured?

The HRM Certificate Course is designed so that participants are prepared to seek certification in the field of human resource management. The program addresses topics that include: workforce planning, human resource development, compensation and benefits, labor relations and occupational health and safety. The course serves as a solid foundation for managing the HR challenges faced in today’s demanding work environment.

Who is the course designed for?

The Human Resource Management Certificate Course is designed for mid and senior level HR managers who have a broad knowledge of human resource management and are considering becoming certified by the Society for Human Resource Management. This course prepares participants to sit for SHRM certification exams. All participants receive a SHRM certificate in HR upon class completion.

When is the course offered?

The 12 week HRM Certificate program is usually offered in the spring. Classes are held weekly during the early evening, for approximately 3 hours.



Where can I find more information about the HRM and APO programs?

For more information on these or other

Organizational and Executive Development programs, call 212-669-3615 or visit our website at www.nyc.gov/executivedevelopment

