

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Human Capital - Civil Service Transactions Unit

ADDRESS1 One Centre Street, 21st Floor South

ADDRESS2 New York, NY 10007

CONTACT NAME Elaine De Jesus

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AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

The Civil Service Transactions Unit processes civil service transactions and audits appointments and promotions; provides guidance to City agencies in civil service related matters. In addition, the Unit calculates seniority on promotional exams; processes transfers, title changes, and reinstatements to city service; maintains the official personnel histories of City employees.

POSITION TITLE (Max characters 100)

Civil Service Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Monitors hiring practices of assigned agencies by examining and certifying Payrolls for conformance with Civil Service Rules. Reviews appointments and changes in employment status for proper documentation and examines mismatches in data. Makes appropriate entries and corrections in the Personnel Reporting Information System for Employees (PRISE) and escalates issues, if necessary. Updates personnel history records. Maintains files on personnel changes and pertinent correspondence. Assists the Director and Supervisor of the Unit with special projects and with special audits, such as Personnel Processing Fee Audits. At the direction of the Deputy Director, may perform exceptionally difficult and still more responsible analytical or specialized administrative work.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Good analytical, interpersonal, and computer skills (familiarity with Microsoft Access, Excel, and Word a plus).

APPLICATION PROCESS (Max characters 700)

Submission of resume and cover letter to the above referenced agency contact.

SALARY RANGE

Undergraduate Intern \$12.00 per hour / \$420 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships are available between May and September for a maximum of 13 weeks.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.