POSITION AVAILABLE
HUMAN CAPITAL & OPERATIONS DIVISION
DEPUTY DIRECTOR OF HUMAN CAPITAL

Reporting to the Director of Human Capital & Operations, the Deputy Director of Human Capital is responsible for helping to manage the administration of the human resources, payroll, timekeeping and labor relations functions of the department.

RESPONSIBILITIES MAY INCLUDE:

- Helps manage the development and implementation of the department's human resources policies and procedures, and provides technical assistance to management on all related issues;
- Provides technical information and assistance to management and staff on Civil Service regulations and issues, including clarifying policies and procedures governing Civil Service exams, the establishment of lists and regulations affecting appointments; represents the department at Civil Service hiring pools;
- Advises management on labor/management issues, and recommends policies; acts as liaison to the City’s Office of Labor Relations;
- Supports the recruitment, appointment and employment of department staff, and reviews and evaluates personnel actions requests, including new hires, promotions, salary adjustments, transfers, disciplinary actions, terminations, etc.; Oversees and secures approvals for proposed actions from oversight agencies;
- Helps develop, revamp and implement the department's performance evaluation program, providing direction to management and staff on performance appraisal policies, procedures and best practices;
- Oversees the payroll and timekeeping functions to ensure compliance with Citywide regulations and guidelines of the Office of Payroll Administration and the City's time/leave regulations; disseminates payroll and timekeeping policies to department management and staff; Supervises the use and configuration of CityTime, the City’s online timekeeping system.
- Oversees the HR data entry and reports creation utilizing City systems including NYCAPS, CHRMS, PRISE and ESS; provides data and analysis for management, and for other reporting needs.
- Contributes to the development and implementation of the department’s training and development program.

MINIMUM REQUIREMENTS:

- 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

- A baccalaureate degree from an accredited college and four years of professional experience in the areas described above, including the 18 months of executive, managerial, administrative or supervisory experience, as described above.

**PREFERRED SKILLS:**

- Eight years of full-time paid, progressively responsible experience in the fields of personnel administration, recruitment, employee benefits, staff development, training, labor relations, or related area, 18 months of which 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

- Education and/or experience equivalent to the above. Education at an accredited college or university may be substituted for work experience at the rate of 30 semester credits for one year of experience. However, all candidates must possess the 18 months of executive, managerial, administrative or supervisory experience described above.

- Demonstrated New York City agency experience and technical expertise in personnel management, labor and employee relations, EEO practices, etc.

- Deep knowledge of Civil Service regulations and experience with absence control and progressive discipline procedures.

- Experience with the Payroll Management System (PMS), New York City Automated Personnel System (NYCAPS) and Citywide Human Resource Management System (CHRMS).

- Ability to apply independent judgment on complex issues and to resolve problems effectively.

- Strong organizational, management and analytical skills.

- Excellent written and oral communication and presentation skills.

- Strong interpersonal skills and ability to work effectively with disparate personalities and organizations to resolve issues.

**CIVIL SERVICE TITLE:** ADMINISTRATIVE STAFF ANALYST, M1

**SALARY RANGE:** $75,000 – 90,000, commensurate with experience

**APPLICATION DEADLINE:** April 16, 2015 or until filled
TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE ESS/NYC CAREERS WEBSITE

- Log into ESS: https://a127-ess.nyc.gov/psp/prdess/?cmd=login
- Search for Job ID number: 189532
- Click on the job business title: Deputy Director of Human Capital
- Click on “Apply Now” at the bottom of the posting

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

Appointment to this position is subject to Civil Service qualifications and the City's appointment approval process.

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.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE PERSONNEL MANAGEMENT DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.

JOB POSTING ID: 189532