

**City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Citywide Job Vacancy Notice

Civil Service Title: Research Assistant	Level: N/A
Title Code No: 60910	Annual Salary: \$38,303 / \$44,048 - \$57,959
Office Title: Human Resources Analyst	Work Location: 96-05 Horace Harding Expwy., 5 th Fl.
Division/Work Unit: Bureau of Engineering Design & Construction/Human Resources & Support	Number of Positions: 1
Hours/Shift: 35 Hours per week/Day	Agency Tracking #: N/A

Job Description

Under supervision, with latitude for independent judgment, initiative and decision making, the selected candidate will perform human resource related activities in the areas of recruitment and on-boarding, performance management, and workforce development. Specific duties shall include, but not be limited to, conducting research, analyzing data, and preparation of written and statistical reports; coordinate with bureau staff and agency OIT personnel on the development & maintenance of the BEDC HR&S Sharepoint site; and provide assistance with employee relations issues; planning and implementation of bureau-wide on-boarding program.

Qualification Requirements

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; *or*
2. An associate degree from an accredited college, or completion of 60 semester credits at an accredited college, and two years and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; *or*
3. A four-year high school diploma or its educational equivalent and four years and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; *or*
4. Education and experience equivalent to "1", "2", or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. Completion of nine credits, at the college or graduate school level, in statistics, quantitative methods, mathematics, or research can be substituted for six months of the required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and at least six months of required experience or the nine specialized credits.

Essential Skills

The selected candidate should have knowledge of City-wide personnel policies and procedures; strong communication and analytical skills; ability to organize information and distinguish confidential data; proficient in Excel, PowerPoint & SharePoint 2010.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 09/19/2011	Post Until: 10/03/2011	JVN: 826-12-93101-EDC
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The City of New York is an Equal Opportunity Employer