

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Deputy Commissioner (DEP)	Level: M5	
Title Code No: 95275	Annual Salary: \$175,000 - \$181,000	
Office Title: Deputy Commissioner – Organizational Development	Work Location: 59-17 Junction Blvd, Flushing NY	
Division/Work Unit: Organizational Development	Number of Positions: 1	
Hours/Shift: 35 Hours/Day		
Job Description		
<p>DEP is one of the nation’s largest water and wastewater utilities, with 6,000 employees providing service to more than 8 million residents of New York City, and more than 1 million residents in Upstate New York. The Deputy Commissioner for Organizational Development will be responsible for providing leadership to develop and execute a strategic personnel plan that will complement DEP’s overall business plan and strategic direction, specifically in the areas of organizational structure; change management; performance review; talent recruitment, development, and retention; succession; and employee morale. The Deputy Commissioner will build a creative and effective employee-focused unit that will maximize the synergies among existing units, and will measurably improve performance through the development and tracking of appropriate metrics.</p> <p>The selected candidate will function as a strategic advisor to the Commissioner and senior management regarding key organizational and management issues; foster and encourage a merit-based, mission-oriented culture; establish and implement strategies for human resources that effectively support DEP’s strategic vision and delivery of services, including comprehensive recruiting and retention plans; oversee development and administration of an effective and user-friendly performance management system, with goals and competencies flowing directly from DEP’s strategic plan; within the civil service system, creatively develop and implement comprehensive compensation and benefit plans that are competitive and cost effective; communicate employee-focused strategies, tactics and programs to all levels of employees, union leadership, and other stakeholders; oversee organizational needs assessments and skills inventories, talent acquisition and retention, employee engagement, succession planning, knowledge, leadership and career ladder development, and compensation and benefits; coordinate with the Bureau of Legal Affairs regarding labor relations and disciplinary matters, and with the City’s Office of Labor Relations to develop labor relations strategies; work with the Office of Environmental Health and Safety to provide necessary education and materials to line management and employees, including workshops, manuals, employee handbooks, and standardized reports; in collaboration with the EEO office, achieve diversity goals and fairness to and amongst employees; and, in collaboration with the archivist, preserve the institutional memory of the department, including the use of employee surveys and exit interviews.</p>		
Qualification Requirements		
<p>A BS/BA degree from an accredited college/university. MBA/MA/PHR or SPHR preferred.</p> <p>Requires an executive with a minimum of 10 years of experience who will be able to strategically and tactically evaluate and implement sophisticated employee-focused programs and initiatives; be able to work with a variety of organizational leadership to build consensus around employee strategy and tactics; and a proven ability to attract and retain outstanding talent, develop leaders, and assemble and motivate high-performance teams.</p>		
Essential Skills		
<p>Demonstrated ability to develop and implement fair, effective, and user-friendly performance evaluations and to create a merit-based culture. Proven management skills including planning, supervision, mentoring and coaching. Bring immediate credibility to the agency through his/her professional qualifications and leadership skills as well as project the highest levels of integrity. Superior interpersonal communication and presentation skills.</p>		
To Apply:		
<p>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</p> <p>For more information about DEP, visit us at: www.nyc.gov/dep NYC Residency is required within 90 days of appointment Appointments are subject to OMB approval</p>		
Post Date: 10/03/2012	Post Until: 10/17/2012	JVN: 826-13-111913-EXC

The City of New York is an Equal Opportunity Employer