

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Associate Staff Analyst</u>	Salary:	<u>\$68,466 - \$88,649</u>
Title Code:	<u>12627</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Employment Manager</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Human Resources</u>		

Job Description:

This vacancy is open only to City employees who are currently permanent in the title Associate Staff Analyst. On your cover letter and resume, clearly indicate that you are permanent in the title Associate Staff Analyst.

Reporting to the Deputy Director of Human Resources, the Employment Manager will be responsible for the following responsibilities which will include, but will not be limited to:

- Serve as Employment Manager and Career Counselor for the Department.
- Supervises staff responsible for all aspects of recruitment, personnel transactions; including: new hires, salary adjustments, title changes, civil service appointments, Senior Employment and Foster Grandparent Participant hires and employee verifications. Evaluates staff performing these duties and ensures they are trained on the most up-to-date systems regarding the processing of personnel actions.
- Recruits candidates for Provisional, Non-Competitive and/or Temporary positions by internal posting, development and placement of newspaper advertisements, contacts with schools, colleges, professional organizations and other recruitment sources as needed.
- Prepares Vacancy Notices for posting on NYCAPS e-Hire. Coordinates with Unit Heads on their staffing needs and filling of vacancies with the most appropriate titles.
- Screens and interviews candidates who have applied through the e-Hire process and conducts civil service list call interviews. Works closely with unit heads to select the most qualified candidate to fill the position.
- Processes candidates for appointments. Oversees the processing of all paperwork reviewed internally and sent to oversight agency for final hiring approval. Ensures all candidates meet the qualifications for the position and that background checks and reference checks have been completed.
- Prepares Planned Action Reports using the NYCAPS Automated PAR system. Using NYCAPS to track candidates, submits hiring requests to the Office of Management and Budget (OMB) and coordinates on-line processing and start dates.
- Advises Department supervisors and employees regarding hiring procedures and policies. Counsels staff on taking civil service exams and the pick-up and transfer process. Encourages staff to apply for positions they qualify for and to take promotional exams to further their careers.
- Coordinates use of Temporary office personnel on a Department-wide basis which included the processing of requests, monitoring the Temp Budget usage and approving invoices for payment.

Minimum Qualifications:

Must be currently serving as a permanent Associate Staff Analyst.

Preferred Skills:

- Excellent communication skills; written oral and interpersonal.
- At least 5 years experience working with NYC in Human Resources/Personnel in a position performing the responsibilities outlined in the job description above.
- Ability to work with a diverse population.
- Proficient in MS Word, Excel, VISIO, PMS, NYCAPS, CHRMS, PRISE.
- Able to multi-task and prioritize as well as meet deadlines.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess> Click on Recruiting Activities/Careers and Search for Job ID # 197062

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 197062

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **June 19, 2015**

Post Until: **Filled**

JVN No. **125-15-30-CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER