



**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE**



**JVN# 130-07-0019C**

<b>Civil Service Title:</b>	Administrative Manager (M-4)
<b>Title Code:</b>	10025
<b>Office Title:</b>	Assistant Commissioner for Workforce Development
<b>Salary</b>	
<b>Non-City Hiring Rate:</b>	\$59,251
<b>City Incumbent Rate:</b>	\$63,896-\$122,307
<b>Unit/Location:</b>	Administrative Division / Workforce Development
<b>No. of Position(s):</b>	<b>1</b>

**Job Description:** Reporting to the Deputy Commissioner for Administration & Policy, the Assistant Commissioner for Workforce Development is the Agency’s senior level member responsible for personnel and workforce management initiatives. This position will serve as the agency’s principle advisor on personnel and workforce related matters. Responsibilities will include, but are not limited to:

- Advising the Deputy Commissioner of Administration & Policy to ensure agency adherence with workforce related policies mandated by the New York City Department of Citywide Administrative Services, Office of the Mayor, New York City Comptroller, as well as other local, state and federal regulatory jurisdictions;
- As a member of the Commissioner’s Cabinet staff, provides leadership and guidance to Directors and staff in all areas of human resources, staff education and training, labor relations, employee discipline, equal employment opportunity and other workforce related functional units;
- Ensures optimal coordination across agency departments to maximize workforce effectiveness and efficiencies;
- Facilitates the delivery of services through a customer service approach;
- Collaborates and coordinates with other senior level staff in the timely dissemination of workforce related information; Assists other senior level staff in the development and support of agency New Needs to the Office of Management and Budget;
- Develops agency-wide policies and procedures in areas of responsibility in accordance with Citywide Personnel Rules and Regulations, collective bargaining agreements, Civil Service Laws, Mayoral executive Orders, State Office of Children & Family Services regulations, Agency policies and procedures and other applicable regulatory bodies;
- Oversees research and analysis of workforce trends including attrition, overtime, worker’s compensation, sick leave usage and other organizational data for more efficient and effective agency operations; and
- Serves as agency representative on workforce related matters with City, State and Federal agencies including, but not limited to, the Department of Citywide Administrative Services, Office of Labor Relations, Office of Payroll Administration, Office of Management and Budget and unions representing agency employees.

**Qualification Requirement(s):**

- ▶ A baccalaureate degree from an accredited college and four years of full time satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
- ▶ An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in “1” above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
- ▶ A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in “1” above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
- ▶ Education and/or experience equivalent to “1”, “2” or “3” above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in “1”, “2” or “3” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in “1”, “2” or “3” above) at a rate of 30 semester credits form an accredited college for 6 months of experience up to a maximum of 31/2 years.

**Preferred Qualifications:**

- ▶ Strong background and knowledge of civil service administration, City personnel policies and procedures, and proficiency in all job description functions described above;
- ▶ Strong analytical, organizational, interpersonal communication (both oral and written) skills;
- ▶ Customer service orientation;
- ▶ Ability to handle sensitive and discrete matters in a highly confidential manner; and
- ▶ Proven record of managing multiple projects and meeting deadlines.

**Anyone interested in applying for this position must submit a cover letter and two copies of resume including Job Vacancy Number to:**

**NYC Department of Juvenile Justice  
Human Resources – Recruitment Division  
110 William Street - 20th Floor  
New York, NY 10038**

**The New York City Department of Juvenile Justice is an equal opportunity employer.**

<b>Posting Date: 10/10/06</b>	<b>Posting Expires: Until Filled</b>	<b>JVN #130-07-0019C</b>
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