



**Department of  
Juvenile Justice**

**DEPARTMENT OF JUVENILE JUSTICE  
JOB VACANCY NOTICE**

Re-Post

**JVN# 130-09-0015C**

<b>Civil Service Title:</b>	Administrative Manager, M-1	
<b>Title Code:</b>	10025	
<b>Office Title:</b>	Deputy Director of Human Resources	
<b>Salary</b>		
<b>Non-City Hiring Rate:</b>	\$45,758	
<b>City Incumbent Rate:</b>	\$49,346-\$125,923	
<b>Unit/Location:</b>	Headquarters Human Resources Department 110 William Street, 14 <sup>th</sup> Floor New York, NY 10038	
<b>No. of Position(s):</b>	<b>1</b>	
<b>Job Description:</b> The Deputy Director of Human Resources will assist in overseeing the Payroll, Timekeeping and Personnel sections. The candidate will supervise staff assigned, administer activities within the Human Resources Unit as well as provide direction and set standards to ensure compliance in these areas. S/he will review reports; interpreting and ensuring implementation of OLR pay orders, and USI. S/he will track employee longevity and differentials, and will be involved with DCAS special programs as they relate to payroll such as Savings Bonds, Combined Municipal Campaign and Transit Benefits. In addition, s/he will assist in managing the Human Resources Unit's OTPS Budget as it relates to medical screening, processing of DJJ staff and other issues such as recruitment and processing, critical vacancy job postings, civil service administration, benefits, and administration and leave processing. All these duties will include maintaining day-to-day operations in these areas and provide direction interviewing and analyzing, developing and implementing policies and procedures, and making policy recommendations on new initiatives to the Assistant Commissioner of Workforce Development and the Director of Human Resources. S/he will perform complex personnel research, develop personnel projects and initiatives, and prepare and edit related correspondences and reports. When the Director is unavailable, the Deputy Director will function as Acting Director, maintaining and supervising all operations in the Human Resources Unit.		
<b>Qualification Requirement(s):</b>		
<ol style="list-style-type: none"> <li>1. A baccalaureate degree from an accredited college and four years of 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</li> <li>2. 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</li> <li>3. 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</li> <li>4. 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 from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.</li> </ol>		
<p><b>Anyone interested in applying for this position must submit a cover letter and two copies of resume including Job Vacancy Number to:</b></p> <p style="text-align: center;"><b>NYC Department of Juvenile Justice Human Resources – Recruitment Division 110 William Street – 14th Floor New York, NY 10038</b></p>		
<p><b>The New York City Department of Juvenile Justice is an equal opportunity employer.</b></p> <p><b>NYC Residency is required within 90 days of appointment.</b></p>		
<b>Posting Date: 2/02/08</b>	<b>Posting Expires: Until Filled</b>	<b>JVN #130-09-0015C</b>