

DEPARTMENT OF JUVENILE JUSTICE
JVN# 130-05-0033C

Civil Service Title: Associate Staff Analyst
Office Title: Employee Processing Supervisor
Title Code: 12627
Salary: Non City Hiring Rate-\$49,778
City Incumbent Rate- \$57,245- \$74,118
Unit/Location: Central Office
365 Broadway
New York, NY 10013
Number of Positions: 1

JOB DESCRIPTION The Department of Juvenile Justice is recruiting for a Supervisor of the Employee Processing Unit (EPU). The selected candidate will be expected to manage the day-to-day activities of the Employee Service Unit, which handles employee health benefits, processing of leave requests, worker's compensation, disciplinary and administrative terminations and retirements. In addition he/she will supervise staff engaged in the administration of all phases of citywide health benefits, employment/salary verifications for the employees of DJJ, and interpretations and clarifications of policies and programs to employees. The selected candidate will be responsible for all aspects of new employee processing. He/she will counsel to beneficiaries regarding survivor benefits; prepare and disseminate general information to staff; serve as a liaison to the Law Department, NYCERS, DOHMH, OLR, OPA and health providers and serve as the agency (FMLA) coordinator. In addition the candidate will also conduct hiring pools, process civil service certifications, attend meetings when necessary, and assist when required with recruitment, internal transfers, and reassignments.

Qualification Requirements

- ❖ A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field and one year of satisfactory full-time professional experience in one or a combination of the following, working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/ evaluation, or fiscal management/ or in a related area or;
- ❖ A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

Preferred Qualifications

The preferred applicants must possess a thorough knowledge of the NYC Health Benefits Program, CHRMS, PRISE, PMS, PACES, good knowledge of the Worker's Compensation System, and Citywide Leave and Regulations. He/she must be well organized and detailed oriented and have at least three year's of experience administering the health benefits of NYC.

Anyone interested in applying for this position should submit (two) copies of resume including Job Vacancy Number to:

Department of Juvenile Justice
Recruitment Division- JVN# 130-05-0033C
365 Broadway - 3rd Floor
New York, NY 10013

*****Resumes must be received by C.O.B. on last day posted*****

Posting Date: 4/8/05

Posting Expires: 4/22/05

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M/F/V/D DJJ AND THE CITY OF NEW YORK IS AN EQUAL OPPORTUNITY EMPLOYER
New York City residency is required within ninety days of appointment