



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**



JVN# 130-08-0056C

Civil Service Title:	Associate Staff Analyst
Title Code:	12627
Office Title:	Employee Processing Supervisor
Salary	
Non-City Hiring Rate:	\$55,044
City Incumbent Rate:	\$63,301 - \$81,961
Unit/Location:	Human Resources
No. of Positions:	1

Job Description: Under supervision of the Director of Human Resources the selected candidate will manage the day-to day activities of the Employee Processing Unit, which includes but is not limited to handling processing of all new hires, salary adjustments, employee health benefits, processing of leave requests, worker’s compensation, disciplinary and administrative terminations and retirements, and oversee the Hepatitis B vaccination program. S/he will be responsible for daily review of NYCAPS reports as well as data entry of longevity, differentials and additions to gross pay into NYCAPS. S/he 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, including review of employee hiring packages. S/he will provide counsel to beneficiaries regarding survivor benefits; prepare and disseminate general information to staff; prepare DOSH reports; serve as a liaison to the Law Department, NYCERS, DOHMH, OLR, OPA and health providers and serve as the agency (FMLA) coordinator. The selected candidate will coordinate with payroll, timekeeping and personnel to ensure continuity. In addition, the selected candidate will conduct hiring pools, process civil service certifications, attend meetings when necessary, and assist when required with recruitment, internal transfers, and reassignments and assist in the administration of NYCAPS. The selected candidate will ensure customer service and maintain confidentiality.

Qualification Requirement(s):

- ▶ 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, urban studies 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.
- ▶ A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in “1” above.

Preferred Qualification Requirement(s):

- ▶ Must possess a thorough knowledge of the NYC Health Benefits Program, CHRMS, PRISE, PMS, PACES and NYCAPS.
- ▶ Good knowledge of Worker’s Compensation system and Citywide leave regulations;
- ▶ Working knowledge of the juvenile justice, criminal justice, public safety or related systems.
- ▶ Well organized and detailed oriented and at least three-year’s of experience administering the health benefits of NYC.
- ▶ Strong interpersonal skills.

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 – 14th Floor
New York, NY 10038**

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

***** Responses must be received by the Recruitment Division
by close of business on the date the posting expires*****

Posting Date: 4/17/08	Posting Expires: 5/8/08	JVN #130-08-0056C
------------------------------	--------------------------------	--------------------------