

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: M-IV
Title Code No: 10026	Salary: \$150,000-\$170,000 Frequency: ANNUAL
Business Title: Associate Commissioner for Budget Management and Planning	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Budget Management and Planning	Number of Positions: 1
Job ID: 185613	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit an Associate Commissioner for the Budget Management and Planning Unit. Under executive direction of the Deputy Commissioner for Financial, Facility and Fleet Administration, the incumbent will have the widest latitude to exercise independent judgment and initiative, and will be responsible for the general oversight and direction of the Department's expense, revenue and capital budgets. The Associate Commissioner will also oversee the uniformed table of organization management, fiscal operations, grant management, and procurement; oversee the management of the inmate banking and commissary systems; manage the Department's financial analysis and reporting; forecast and monitor overtime expenditures; analyze and develop budget reduction proposals and agency new needs; make recommendations to the Commissioner and Deputy Commissioner; draft budget testimony and prepare budget briefing materials for public hearings; collaborates with senior management within the Department to fund and implement Departmental priorities; serve as the agency liaison with OMB, City Council Finance, and other City, State and Federal agencies; and perform related duties as assigned.

Minimum Qualification Requirements

1. 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 two years 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

Knowledge of budget management, financial analysis and reporting methods and techniques.
Ability to communicate highly complex information clearly and succinctly, both orally and in writing.
Ability to work under pressure and meet restrictive deadlines.
Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
Proficiency with NYCAPS, PMS, CHRMS, FMS, and related software and financial applications.
Ability to demonstrate sound understanding of NYC budget and financial management procedures, rules, guidelines and regulations.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID# 185613

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#:185613.

Attention: Lakisha Grant

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 03/03/15

Post Until: 03/08/15

The City of New York is an Equal Opportunity Employer