

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: M-IV
Title Code No: 10026	Salary: \$125,000-150,000 Frequency: ANNUAL
Business Title: Assistant Commissioner for Human Resources Operations	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 188174	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is currently seeking a dynamic and experienced Human Resources professional to serve as the Assistant Commissioner for Human Resources Operations. Under executive direction of the Deputy Commissioner for Human Resources, and with the broadest possible latitude to exercise independent judgment, the Assistant Commissioner for HR Operations is responsible for providing support and oversight of daily HR operations. The incumbent will provide direction and guidance to a team of HR Directors and respective staff; ensure the efficient daily operations of all human resources and personnel functions; oversee aspects of change management, performance management, HR strategic planning, civil service hiring management, and workforce planning; analyze existing policies and processes to determine and make recommendations as necessary to improve existing practices; collaborate with senior management to ensure HR initiatives support the DOC's strategies and goals; advises and make recommendations to the Deputy Commissioner of HR on all related matters; ensure the resolution of issues efficiently and effectively in accordance with applicable laws, established rules and regulations; develop and foster a culture of learning and internal growth; identify and implement industry best practices; identify areas for improvement and streamline HR processes; ensure all personnel functions are in full compliance with all applicable Federal, State and City laws, rules, directives, policies, protocols, and standards; provide direction on the coordination of activities across all HR units to ensure consistent and high quality service delivery; participate in HR special projects; 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;
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 HR processes and policies expected; those of NYC government preferred;
 Extensive knowledge of the City of New York's personnel rules and regulations and requirements set forth by New York State Civil Service Law;
 Strong analytical, interpersonal, problem-solving, decision-making and organizational skills;
 Ability to communicate highly complex information clearly and succinctly, both orally and in writing;
 Knowledge of NYCAPS, PMS, CHRMS, PRISE, etc. preferred;
 MS Office (Word, Excel, Outlook, PowerPoint) proficiency;
 Ability to maintain a high level of confidentiality.

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 and search for Job ID#188174.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#188174.

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

Posting Date: 03/25/2015	Post Until: Until Filled
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**The City of New York and The New York City Department of Correction are
 Equal Opportunity Employers**