

**City of New York  
DEPARTMENT OF CORRECTION  
Job Posting Notice**

<b>Civil Service Title: Administrative Staff Analyst</b>	<b>Level: II Non-Managerial</b>
<b>Title Code No: 1002D</b>	<b>Salary: \$54,740/\$59,032-\$146,276 Frequency: ANNUAL</b>
<b>Business Title: Program Management Coordinator/Special Assistant to Assistant Commissioner</b>	<b>Work Location: 66-26 Metropolitan Avenue, Middle Village, New York 11379</b>
<b>Division/Work Unit: Deputy Commissioner, Operations/Correction Academy</b>	<b>Number of Positions: 1</b>
<b>Job ID: 156516</b>	<b>Hours/Shift: Day Tour</b>

**Job Description**

Under the direction of the Assistant Commissioner for Training with wide latitude for the exercise of judgment, the candidate will serve as the Program Management Coordinator/ Special Assistant to the Assistant Commissioner. S/he will be responsible for planning, developing and implementing special projects, designed to enhance staff performance, increase staff competencies, and meet administrative mandates for uniformed and non-uniformed executives and managers. The selected candidate will be responsible to:

Assist with development and implementation of new initiatives and special projects. Develop / monitor project plans and ensure that deliverables are provided in accordance with established time frames and deadlines.

Manage professional organizational research work in the development of complex surveys and studies of organizational / operational deficiencies, which may require the use of quantitative analysis, cost analysis and other research techniques.

Handle professional budget work in the preparation and administration of projects.

Make recommendations to Academy Administration and DOC executive management to obtain optimum efficiency in the utilization of staff, equipment, technology and other operating resources.

Conduct research on best practices and issues related to training and staff development. Review / design training curriculum for new and ongoing training projects, as needed.

Design and deliver professional presentations to uniformed and non-uniformed executives and managers related to new or ongoing initiatives.

Establish and maintain cooperative relationships with DOC executive management, executive personnel in City government agencies, and with other training providers.

May plan and manage the activities of one or more units and supervise staff.

Support the work of the Assistant Commissioner and Deputy Warden, as needed.

**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**

Proficiency in MS Word, Excel, PowerPoint and Outlook. Outstanding interpersonal and writing skills. Experience with high level administrative functions, and business process analysis; research and policy analysis/development. Excellent communication, organizational, analytical and presentation skills highly desired. Experience or knowledge of curriculum design, lesson plan development, training delivery and program planning. Background in training, staff development and project management preferred.

**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](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID#156516.

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#156516.

Attention: Floretha Bryant

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

<b>Posting Date: 07/25/2014</b>	<b>Post Until: 08/09/2014</b>
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The City of New York is an Equal Opportunity Employer