

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: \$70,000-\$80,000 Frequency: ANNUAL
Business Title: Assistant Director, Medical Support & Candidate Relations	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Applicant Investigation Unit	Number of Positions: 1
Job ID: 178497	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a unique and exciting career opportunity for a Medical Support & Candidate Relations Assistant Director, to help manage and drive the recruitment strategy for the Applicant Investigation Unit (AIU). The Applicant Investigation Unit is responsible for conducting pre-employment screening and selection procedures to ensure quality-hiring decisions for selection of Correction Officer candidates. Under direction of the Executive Director of the Applicant Investigation Unit and with latitude to exercise independent judgment, the Assistant Director will be responsible for managing the pre-employment process for Correction Officer candidate selection; ensure selection procedures are compliant with New York State Civil Service Law; coordinate pre-employment selection activities to ensure successful hires from the Correction Officer civil service lists; ensure the pre-employment process (i.e. candidate interviews, medical examination, agility qualification and personnel folders) are thoroughly completed; supervise uniformed and non-uniformed staff assigned to A.I.U.; attend meetings; prepare and review reports; communicate with the Correction Academy and executive staff to understand current and future uniformed staffing needs; ensure selection process and practices meet departmental objectives, and perform related duties as required.

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

Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills.
Experience managing a team of professionals, creating an environment of collaboration, teamwork and a culture of high work performance. Ability to gather sensitive information and maintain confidentiality.
Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) proficiency.
Knowledge of recruitment practices, pre-employment background investigations, experience with Civil Service List management, PMS, NYCAPS/E-Hire is a plus.

Residency Requirements

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#:178497.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 178497

Attn: Floretha Bryant

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

Post Date: 12/12/2014	Post Until: 12/26/2014	
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The City of New York is an Equal Opportunity Employer