

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: M-V
Title Code No: 10026	Salary: \$150,000-\$185,000 Frequency: ANNUAL
Business Title: Deputy Commissioner, Human Resources	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 229869	Hours/Shift: Day

Job Description

The New York City Department of Correction seeks a dynamic and experienced professional to serve as the Deputy Commissioner for Human Resources. Under executive direction, and with the broadest possible latitude to exercise independent judgment and decision making, the incumbent will be responsible for implementing HR strategies that supports the DOC 14 point antiviolence reform agenda, specifically supporting the culture change initiatives. The successful candidate will lead, oversee, direct, and manage all aspects of Human Resources for the DOC. The incumbent, through the Assistant Commissioner for HR Operations will be expected to provide strategic leadership, direction and guidance to a team of HR professionals and their respective staff; ensure the efficient daily operations of all human resources and personnel functions; oversee change management, performance management, training, administration, HR strategic planning, civil service hiring, and workforce planning; analyze existing policies and processes to determine and make recommendations as necessary to improve existing practices; collaborate with the senior leadership team to ensure HR initiatives support the DOC's strategies and goals; advise and make recommendations to the Commissioner and the senior leadership team on all matters pertaining to workforce administration, performance management, compensation, staffing, promotions, and personnel determination reviews; ensure the efficient and effective resolution of HR issues in accordance with applicable laws, established rules and regulations; develop and foster a culture of learning and internal growth; identify and implement industry best HR 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; 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 the criminal justice/correctional processes, policies, departmental directives, rules and regulations preferred;
Ability to interpret and/or implement personnel rules and regulations and requirements set forth by New York State Civil Service Law;
Ability to provide legal guidance to the senior executive team by interpreting laws, judicial decisions, and the Board of Correction minimum standards;
Strong analytical, interpersonal, problem-solving, decision-making and organizational skills;
Ability to communicate highly complex information clearly and succinctly, both orally and in writing;
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# 229869.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID# 229869.

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

Posting Date: 01/28/2016

Post Until: 02/12/2016