

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: M-II
Title Code No: 10026	Salary: \$85,000-\$100,000 Frequency: ANNUAL
Business Title: Director, HR Special Projects	Work location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 193774	Hours/Shift: Day Tour
<div>Job Description</div> <p>The New York City Department of Correction seeks to recruit a Director for HR Special Projects. Under general supervision and with latitude to exercise independent judgement, the successful candidate will advance the mission and reform agenda of the DOC by supporting the recruitment strategy for the Recruitment Unit. The incumbent will contribute to the marketing and promoting of targeted recruitment efforts for Correction Officer candidates; manage and develop career partnerships with high schools, colleges, other educational institutions, vocational and trade institutions to ensure a recruitment pipeline; plan and coordinate career fairs, recruitment events and job expos; attend meetings, recruitment events, community events, and forums; establish and maintain working relationships with departmental initiative owners in support of the recruitment strategy; assist with overseeing a team of uniform and non-uniform recruitment professionals; provide information and feedback on recruitment efforts to senior leadership; ensure consistency of brand messaging in recruitment materials; partner with staff members in the Information Technology Department and the Office of Public Information to ensure production of recruitment materials, banners, brochures and other means of advertising. The successful candidate will also be responsible for overseeing the daily operations of the HR satellite office; partake in special projects as assigned; work with uniform leaders and the Department of Citywide Administrative Services (DCAS) in establishing Correction Officer, Correction Captain and Correction Warden exam notices and exams; participate in performance management initiatives, Correction Officer candidate recruitment initiatives; DOC reform agenda initiatives; Human Resources initiatives; and perform related duties as assigned.</p>	
<div>Qualification Requirements</div> <p>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</p> <p>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.</p>	
<div>Preferred Skills</div> <p>Strong analytical, interpersonal, problem-solving, oral and written communications skills; Effective project management abilities, solid reasoning, judgment and decision-making skills; Ability to effectively multi-task and prioritize, exercise discretion and manage confidential information; Ability to establish and maintain collaborative working partnerships; and engage internal and external stakeholders; Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), social media and other data sources proficiency.</p>	
<div>Residency Requirements</div> <p>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.</p>	
<div>To Apply:</div> <p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for Job ID#:193774.</p> <p>For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 193774</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 05/19/2015	Post Until: 06/05/2015

The New York City Department of Correction and The City of New York are Equal Opportunity Employers