

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> M II
<b>Title Code No:</b> 10026	<b>Salary:</b> \$95,000.00-\$115,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Director of Recruiting	<b>Work Location:</b> 75-20 Astoria Blvd, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Personnel Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 171771	<b>Hours/Shift:</b> Day
<b>Job Description</b>	
<p>The New York City Department of Correction has a unique and exciting career opportunity for an experienced Recruitment Director, to help shape and drive the recruiting strategy for the human resources division. In this position, the Director of Recruiting will lead in the overall strategic direction and management of the recruiting team, recruiting functions, and align hiring strategies with the business needs of the department. The Director of Recruiting will work with the Deputy Commissioner of Human Resources to help recruit qualified and diverse candidates, oversee the staff recruiting functions, ensure recruiting plans are achieved, serve in a leadership role in identifying, introducing and implementing best hiring practices and processes, oversee a team of recruiting professionals in planning and executing recruiting processes with a strong focus on quality, efficiency and continuous improvement, determine optimal avenues for sourcing and recruiting candidates such as advertising, direct contact, employee referrals, and agencies, develop practical job postings, establish relationships with hiring managers to understand current and future workforce needs, anticipate challenges, ensure process and practices meet objectives, and design a new hire orientation program to ensure new hires transition into successful employees. The Director of Recruiting will also partner with the Director of Training and Development to develop effective methods to conduct and improve performance evaluations and succession planning initiatives.</p>	
<b>Minimum Qualification Requirements</b>	
<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>	
<b>Preferred Skills</b>	
<p>Experience managing a team of recruiting professionals, creating an environment of collaboration, teamwork and a culture of high performance;</p> <p>Advance competency with Microsoft Office Suite, CHRMS, PMS, NYCAPS, E-hire and general office applications;</p> <p>Excellent writing, communication, inter-personal, time-management, analytical, problem-solving, and organizational skills.</p>	
<b>Residency Requirement</b>	
<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>	
<b>To Apply</b>	
<p><b>For City employees: Go to Employee Self-Service (ESS)-<a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#:171771.</b></p> <p><b>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#:171771</b></p> <p><b>Attention: Floretha Bryant</b></p> <p><b>Submission of a resume is not a guarantee that you will receive an interview.</b></p> <p><b>Only candidates under consider will be contacted.</b></p>	
<b>Posting Date:</b> 10/17/2014	<b>Post Until:</b> 10/31/2014

**The City of New York is an Equal Opportunity Employer**