

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

Civil Service Title: Agency Attorney	Level: IV
Title Code No: 30087	Salary: \$75,000-\$80,000 Frequency: ANNUAL
Business Title: Human Resources Compliance Analyst	Work location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 188738	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is seeking to recruit a Compliance Analyst to perform audits and provide oversight within the Human Resources Division. Under direction of the Director of Personnel Operations and with latitude to exercise independent judgment, the incumbent will be responsible for ensuring work processes are compliant with all Federal, State, City, departmental rules, polices, and regulations. The Compliance Analyst will monitor and perform reviews of disciplinary documents to include personnel determination reviews, probationary extension letters, terminations, separations, suspensions, unpaid leaves of absence, and employee performance evaluations; conduct HR audits of personnel records retention and recordkeeping functions to ensure documents are filed according to established policies; serve in a leadership role in identifying, introducing and implementing best HR practices and processes; revise and update HR forms as needed; and perform related duties as assigned.

Qualification Requirements

1. Admission to the New York State Bar; and either "2" or "3" below.
 2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
 3. Six months of satisfactory service as an Agency Attorney Interne (30086).
- Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

Preferred Skills

Strong analytical, interpersonal, problem-solving, oral and written communications skills.
Solid reasoning, judgment and decision-making skills.
Ability to effectively multi-task and prioritize, exercise discretion and manage confidential information.
Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) proficiency.
Knowledge of Human Resources policies and procedures 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#:188738.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 188738

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

Post Date: 03/27/2015

Post Until: 04/17/2015

The City of New York is an Equal Opportunity Employer