

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: 60,000-65,000 Frequency: ANNUAL
Business Title: Human Resources Generalist	Work location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Human Resources	Number of Positions: 3
Job ID: 187262	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Correction has career opportunities for experienced Human Resources Generalists. Under the supervision of the Director of Recruitment, the HR Generalists will perform a variety of tasks to include sourcing and hiring candidates following procedures that are in compliance with state, federal, local, city laws, EEO and ADA guidelines. The incumbents will establish and maintain contact with hiring managers to understand recruitment needs; review resumes of applicants for professional, managerial, and staff positions; prepare pre-employment documents; interview job applicants; initiate job postings, follow up on other related recruiting activities. Interact with payroll and timekeeping staff to facilitate onboarding and perform related duties as assigned.</p>	
Qualification Requirements	
<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>	
Preferred Skills	
<p>Ability to communicate effectively and professionally with internal and external associates; Experience managing a team of recruiting and administrative staff, creating a collaborative and team building environment; Advance competency with Microsoft Office Suite, CHRMS, PMS, NYCAPS, E-hire and general office applications; Excellent writing, planning, inter-personal, time-management, analytical, problem-solving, and organizational skills.</p>	
Residency Requirements	
<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>	
To Apply:	
<p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#187262.</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#:187262.</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: 03/18/2015	Post Until: 03/31/2015

The City of New York is an Equal Opportunity Employer