

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: \$65,000 - \$75,000 Frequency: ANNUAL
Business Title: Human Resources Manager	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 215261	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Correction (“DOC”) is one of the largest municipal jail systems in the United States. It provides for the care, custody and control of inmates who are 16 years of age and older who are accused of crimes or convicted and sentenced to incarceration of one-year or less. The DOC operates 14 inmate jail facilities including ten that are on Rikers Island, the court pens in the five boroughs, and two prison hospital wards, handles approximately 81,000 admissions each year, manages an average daily population of over 11,500 inmates, and employs more than 10,000 uniformed and civilian staff. Under the direct supervision of the Deputy Director of Human Resources, and with latitude to exercise independent judgment, the Human Resources Manager will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Assisting in the preparation PAR actions for all new hires via NYCAPS for OMB approval; • Supervising HR Coordinators and Recruiters in the onboarding of new employees; • Ensuring that employees who are required to complete Department of Investigation (“DOI”) packages are completed in a timely manner and sent to DOI for processing; • Entering pertinent information of all new hires into PMS and other City Systems; • Ensuring that hiring practices are in accordance with state, federal, local, city laws, EEO, and ADA guidelines; • Coordinating with other City agencies to transfer employees to the DOC; • Ensuring that all new hires are on payroll and in Citytime; • Serving as a liaison between Human Resources and other units throughout the agency; • Performing other duties/special projects as assigned 	
Qualification Requirements	
<ol style="list-style-type: none"> 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 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	
<p>The selected candidates should possess the following: Demonstrated proficiency in Microsoft Word, Excel and general computer data entry systems; ability to gather sensitive information and maintain a high level of confidentiality; excellent writing, communication, analytical and problem-solving and organizational skills; demonstrated ability to manage time and complete tasks within specified deadlines; must be self-motivated. Familiarity with NYCAPS, CHRMS, PMS, and PRISE. A minimum of (3) years of professional Human Resources experience in a New York City government agency is a plus.</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 and search for Job ID #: 215261</p> <p>For all other applicants: Go to www.nyc.gov/careers search for Job ID# 215261</p> <p>Also, interested candidates must submit a cover letter and resume with “HR Manager” in the subject line to HR@doc.nyc.gov.</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: 9/21/2015	Post Until: 10/05/2015

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