

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: M-I
Title Code No: 10026	Salary: \$79,000.00/\$79,000.00-\$90,000.00 Frequency: ANNUAL
Business Title: Project Manager/HR Organizational Learning & Development	Work Location: 75-20 Astoria Blvd. East Elmhurst, New York 11370
Division/Work Unit: Personnel Division	Number of Positions: 1
Job ID: 179625	Hours/Shift: Day Tour

Job Description

Under the direction of the Director of Organizational Learning & Development, with wide latitude for the exercise of judgment and initiative, the candidate recruited will serve as the Project Manager for the Human Resources Division/Organizational Learning & Development Unit. The incumbent will be responsible for planning, developing and implementing a variety of training programs, special projects and agency-wide training initiatives to enhance staff performance; perform extensive research of content and best practice models; perform project management functions throughout the development process, to include defining project scope, goals, budget parameters and deliverables that support business goals; plan, execute, and finalize training projects to meet strict deadlines; customize/coordinate requests for training modules and other staff development activities, in collaboration with program administrators, instructional staff, and other DOC employees; deliver trainings, using standard methodologies and technology-based practices; review course materials and other documents, such as handouts, manuals and exercises for assigned trainings, to ensure accurateness and appropriateness for target audience; utilizing technology and computer-based software to develop modules for standalone training courses or blended learning activities; manage the coordination of training delivery: liaison to staff, training providers and contracted trainers; work closely with internal partners (managers, IT, Finance) to coordinate the implementation of assigned activities; prepare administrative packages for approval; process external training requests; manage the notification and scheduling processes; conduct meetings, workshops and other learning events; coordinate needs assessments activities and conduct training needs discussions with the Director, the HR Deputy Commissioner, and other department personnel; evaluate the effectiveness of training programs, projects, activities and course outcomes; develop tools and measures to support training evaluation methods; compile data and provide reports related to training projects (post-training); in collaboration with IT, design a comprehensive training website that highlights Academy events, activities, calendars, and other relevant information, to improve the Department's ability to market services and promote trainings to staff; provide requisite content updates to support web management; maintain annual training calendar for all activities related to management/leadership/supervisory training opportunities and other professional development events; and perform other duties as assigned.

Minimum Qualification Requirements

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

Exceptional training and presentation skills; solid written and oral communication skills; Experience in program administration, project management, and training coordination. Demonstrated experience in training delivery and group facilitation. Excellent organizational, analytical, interpersonal, and research skills; ability to problem-solve; ability to prioritize and manage multiple assignments; ability to work with minimal supervision; high degree of initiative and creativity; ability to work with diverse groups. City government experience preferred.

Residency Requirement

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#:179625

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 179625

Attention: Floretha Bryant

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Posting Date: 12/30/2014

Post Until: 01/09/2015

The City of New York is an Equal Opportunity Employer