

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

<b>Civil Service Title:</b> Administrative Staff Analyst (NM)	<b>Level:</b> NM
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$60,000-\$75,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Performance Management Specialist	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Human Resources	<b>Number of Positions:</b> 3
<b>Job ID:</b> 193880	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction seeks to recruit an experienced Performance Management Specialist to support the Executive Director of Organizational Learning & Development (OL&D) in the implementation of a department-wide performance management (PM) system. In this pivotal role, the successful candidate will provide training, support and consultation to managerial and supervisory personnel, in order to align performance management practices that will improve the overall quality of workforce performance. The incumbent will assist with monitoring organizational performance and performing varied quality control evaluations; partake in departmental projects and corporate initiatives; review processes; recommend improvements; increase customer service levels; reduce operational risks; and contribute subject matter expertise to team and organizational efforts. The candidate will also support the department's reform agenda and critical initiatives by coordinating and partaking in various projects and activities facilitated by the Office of OL&D. Key duties include, but may not be limited to: providing assistance as needed to facilities to improve performance and efficiencies; following established policies and procedures; determining and recommending potential enhancements; working to integrate Performance Management with all HR Talent Management functions; assisting management in conducting performance calibration sessions; managing the annual performance evaluation process and cyclical activities; performing analysis on key metrics/processes and recommending process improvements that maximize efficiencies; creating reports and document processes; partner with facility management or HR division personnel in order to keep the facilities in compliance with reporting and sustaining goals through continuous improvement and operational excellence programs; ensuring that all supervisors have completed Goal Setting / Performance Expectation plans at the beginning of the year; ensuring that performance discussions are documented and implemented accordingly; assisting with communicating measurement standards and key performance indicators to all members of the organization; monitoring and verifying the integrity of data reported and reviewing with HR management before distribution; partner with staff to develop departmental performance standards, performance measures, evaluation processes and optimal workflows; maintaining and updating competencies at all levels and ensuring effective utilization of competencies and desired behaviors; engage in career and succession planning for employees and key leadership roles; keep abreast of current performance management, training and development, and career management issues; review and update performance appraisal tools and technologies; identify training needs and assist with the full coordination of any needed trainings; train supervisory staff on the implementation of PM philosophy, techniques, and tools; develop customer service surveys and related tools and instruments; develop, coordinate and manage projects related to performance management programming; build strong relationships among internal and external customers; and perform related duties as assigned.

**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**

- Professional experience working with performance management systems, evaluation tools and concepts;
- Strong presentation, oral and written communication skills;
- Experience or knowledge of business-processes/mapping;
- MS Office (Word, Excel, Outlook, PowerPoint) proficiency;
- Proficient in data analysis techniques with an understanding of basic statistical concepts;
- Knowledge of and/or experience working in governmental agencies;
- Experience with or knowledge of basic business analysis techniques;
- A self-starter with flexibility to work both independently and as part of a team.

**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](http://www.nyc.gov/ess) and search for Job ID#:193880.  
For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 193880

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

<b>Post Date:</b> 05/19/2015	<b>Post Until Filled</b>
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