

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$31.00 – \$33.00 Frequency: HOURLY
Business Title: Performance Management Specialist (Part-Time)	Work Location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Human Resources Division	Number of Positions: 2
Job ID: 227037	Hours/Shift: Day
Job Description	
<p>The Department of Correction/Human Resources Division seeks (part-time) Performance Management Specialists to support the implementation of performance management initiatives with the Office of Organizational Learning & Development. Typical duties of this position will include but is not limited to:</p> <ul style="list-style-type: none"> • Developing, modifying and implementing performance management tools, policies, directives, training modules; • Developing mechanisms for performance planning, departmental performance standards, measurements and review, performance analysis, and performance quality assurance; • Supporting performance management functions within DOC operations, at all levels; • Providing support to facilities to improve performance and efficiencies; • Supporting annual performance evaluation processes and cyclical activities for all staff; • Providing technical support to managers, supervisors, and subordinates • Conducting reviews of processes, practices, and program enhancements; • Contributing expertise to support organizational efforts to improve performance; • Engaging in career and succession planning for various staff roles; • Administering trainings on performance management techniques and tools; • Facilitating groups for planning, developing and implementing change management processes; • Performing other related duties, as assigned. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience equivalent to "1", "2" above. However, all candidates must have at least one year of experience in "1" above. 	
Preferred Skills	
<ul style="list-style-type: none"> • Professional experience working with performance management systems, evaluation tools and concepts; • Strong presentation, oral and written communication skills; • MS Office (Word, Excel, Outlook, PowerPoint) proficiency; • Knowledge of and/or experience working in governmental agencies; • A self-starter with flexibility to work both independently and as part of a team. 	
Residency Requirement	
<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# 227037</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID# 227037</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.</p>	
Posting Date: 12/30/2015	Post Until: 01/08/2016

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