

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

<b>Civil Service Title:</b> Program Specialist	<b>Level:</b> III
<b>Title Code No:</b> 60948	<b>Salary:</b> \$59,000.00/\$59,000.00-\$65,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Personnel Supervisor	<b>Work Location:</b> 75-20 Astoria Blvd
<b>Division/Work Unit:</b> Various Commands	<b>Number of Positions:</b> 2
<b>Job ID:</b> 177424	<b>Hours/Shift:</b> Day Tour

**Job Description**

Under the direction of the facility Deputy Warden of Administration, the Personnel Supervisor will be responsible for managing the Personnel Office. The candidate recruited will prepare, maintain, update and distribute the master, weekly, and daily schedules; ensure events such as official business, sick time, jury duty, etc. are reflected in the schedules; ensure requests for discretionary time off, vacation etc., are forwarded to the Deputy Warden of Administration for review and approval; answer all personnel related questions; prepare the weekly supervisors schedule; schedule all training for uniformed staff; balance staff squads to reduce overtime; update and maintain squad books; generate daily and monthly reports such as overtime, shift reductions, chronic sick, medically monitored reports, daily sick, stick lists, rescheduled and additional tours and mutuals, etc.; maintain accurate count of all staff assigned to the facility; maintain a record of staff attendance and lateness; supervise staff assigned to the Personnel Office; ensure timekeepers are accurately entering and processing uniformed staff time in CityTime and computing leave balances; ensure staff sign-in sheets are completed daily; ensure workers compensation documents, requests for leaves of absences are submitted to the Human Resources Division; maintain strict confidentiality on all personnel files and staff personal matters; distribute pay checks, pay stubs and W-2s to staff; maintain and update employee performance service reports as directed; assist new staff with understanding their assignments and schedules; perform general clerical duties such as answering phones, filing, faxing, copying, reviewing teletypes etc.; and perform other related duties as assigned.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or related fields; or
2. An associate degree from an accredited college in public or business administration, sociology, criminology, mathematics, statistics, or a closely related field and two years of full-time satisfactory experience in public or business administration, community relations, social work, mathematical or statistical research; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and four years of Full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. College education may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience. However, all candidates must have a four year high school diploma or its educational equivalent.

For Assignment Level II and III, in addition to meeting the qualification requirements above, one additional year of the experience described in "2" above is required for Assignment Level II and two additional years of experience for Assignment Level III

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**Preferred Skills**

Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency. Ability to maintain a high level of confidentiality on all matters. Experience in a high paced environment, with the ability to manage information and distribute appropriately. Ability to establish positive working relationships with multiple units and different levels of staff. Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills.

**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](http://www.nyc.gov/ess). Click on Recruiting Activities > Careers and search for Job ID# 177424**

**ATTENTION SHAREN HARRIS**

**This position is only open to Department of Correction employees who work in the Program Specialist title.**

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

<b>Posting Date:</b> 12/04/2014	<b>Post Until:</b> 12/19/2014
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**The City of New York is an Equal Opportunity Employer**