

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Principal Administrative Associate	Level: III
Title Code No: 10124	Salary: \$59,000.00/\$59,000.00-\$65,000.00 Frequency: ANNUAL
Business Title: Personnel Supervisor	Work Location: 75-20 Astoria Blvd
Division/Work Unit: Various Commands	Number of Positions: 2
Job ID: 177282	Hours/Shift: 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 (22R's) 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 and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; 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 five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

Preferred Skills

Microsoft Office Suite (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. Click on Recruiting Activities > Careers and search for Job ID# 177282

ATTENTION: SHYNELLE VENZEN

This position is only open to Department of Correction employees who are permanent in the Principal Administrative Associate title

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

Posting Date: 12/04/2014	Post Until: 12/19/2014
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