

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: 56,937-\$75,000 Frequency: ANNUAL
Business Title: Recruiting Manager	Work Location: 75-20 Astoria Blvd
Division/Work Unit: Personnel Division	Number of Positions: 2
Job ID: 171785	Hours/Shift: Day
Job Description The New York City Department of Correction has a career opportunity for an experienced recruiting professional. Under the supervision of the Director of Recruiting, the recruiting manager performs hiring procedures that are in compliance with state, federal, local, city laws, EEO and ADA guidelines. Establish and maintain contact with hiring managers to understand recruitment needs, review resumes of applicants for professional and managerial positions, conduct background and reference checks, prepare pre-employment documents, interview job applicants, and interact with recruitment staff to communicate job vacancies, job requisition status, job postings, and other related recruiting activities. Provide support and direction to all aspects of the recruitment process including: job requisition design, sourcing, screening, compliance, offers of employment, new hire orientation and on-boarding. Utilize various sourcing methods to attract qualified and diverse candidates, including newspapers, web sites, trade journals, and other publications. Manage the recruiting efforts that align with the department's goals and objectives.	
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 Ability to communicate effectively and professionally with internal and external associates; Experience managing a team of recruiting and administrative staff, creating a collaborative and team building environment; Advance competency with Microsoft Office Suite, CHRMS, PMS, NYCAPS, E-hire and general office applications; Excellent writing, planning, inter-personal, time-management, analytical, 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#:171785 For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 171785 Attention: Shynelle Venzen Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consider will be contacted.	
Posting Date: 10/17/2014	Post Until: 10/31/2014

The City of New York is an Equal Opportunity Employer