

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

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: \$75,000-\$85,000 Frequency: ANNUAL
Business Title: Senior Performance Management Coordinator	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 201804	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit an experienced Senior Performance Management Coordinator to support the Executive Director of Organizational Learning & Development (OL&D) in the implementation of a department-wide performance management (PM) system. The successful candidate will be responsible for the oversight of development and coordination of the overall PM system, and will provide PM Team support, on-site consultations with managers, trainings, and performance management activities, in order to align performance management practices with desired organizational outcomes. The incumbent will be responsible for monitoring performance strategies using varied quality control measures, conducting analyses on key metrics/processes, and recommending process improvements to maximize efficiencies. The candidate will support the Department's reform agenda initiatives through oversight of the PM team activities and implementation of various projects facilitated by the Office of OL&D. The successful candidate will be responsible for the following key duties:

- Designing and coordinating the implementation of corporate performance management standards and systems;
- 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;
- Coordinating support to facilities to improve performance and efficiencies;
- Managing the coordination of performance management activities, including scheduling, logistics, monitoring;
- Monitoring departmental compliance with performance management policies, directives, practices and reporting;
- Overseeing annual performance evaluation processes and cyclical activities;
- Providing progress reports and status updates to the Executive Director and the HR Deputy Commissioner;
- Organizing and providing supervision and support to a team of Performance Management Specialists;
- Representing HR / OL&D at the inter-departmental level on various performance management initiatives;
- Providing technical support to managers, supervisors, and subordinates
- Conducting continuous reviews of processes, practices, and program enhancements;
- Contributing subject matter expertise to support organizational efforts to improve performance;
- Developing measures that integrate Performance Management into all HR Talent Management functions;
- Designing continuous improvement and operational excellence programs;
- Engaging in career and succession planning for key leadership roles;
- Researching current evidence-based best practice trends and HR technologies;
- Administering trainings on the implementation of performance management philosophy, techniques, and tools;
- Performing other 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 include the supervision of 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 organizational and analytical skills; Excellent (oral and written) communication and presentation 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 NYC governmental agencies; Experience with or knowledge of basic business analysis techniques; A self-starter with initiative and ability to successfully manage multiple projects in a fast-paced work environment.

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 and search for Job ID#:201804.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 201804

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 07/29/2015

Post Until: 08/06/2015