

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> NM
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$70,000.00/\$70,000.00-\$80,000.00 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Special Assistant to the Deputy Commissioner for Human Resources	<b>Work Location:</b> 75-20 Astoria Blvd
<b>Division/Work Unit:</b> Personnel Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 170950	<b>Hours/Shift:</b> Day

**Job Description**

The Special Assistant to the Deputy Commissioner for Human Resources is vital to supporting the strategic business functions in human resources. The candidate recruited will work closely with the Deputy Commissioner for Human Resources to develop and implement plans for new initiatives, research best practices for excellent HR service delivery, evaluate the effectiveness of newly-implemented initiatives and continue relevant research to support ongoing business activities. Under direction, with latitude for independent judgement and decision, the Special Assistant job duties and responsibilities will include assisting with supervision of the staff and operations of the Deputy Commissioner for Human Resources, assist with the development of departmental policies and procedures related to employee relations, compensation, recruitment, workforce planning, benefits administration, staff development, and performance evaluations. The Special Assistant is responsible for the administration, coordination, and planning of special programs and projects. Confers with departmental staff to secure information in connection with matters requiring the Deputy Commissioner's decision. Interviews individuals and meet with groups desiring to meet with the Deputy Commissioner for Human Resources, perform confidential and complex analytical work to support HR operations.

**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**

- Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills.
- Ability to gather sensitive information and maintain confidentiality.

**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#: 170950**

**For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#: 170950.**

**Attention: Floretha Bryant**

**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> 10/17/2014	<b>Post Until:</b> 10/31/2014
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**The City of New York is an Equal Opportunity Employer**