

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-\$65,000 Frequency: ANNUAL
Business Title: Workforce Analyst	Work Location: 75-20 Astoria Blvd, East Elmhurst, N.Y. 11370
Division/Work Unit: Personnel Division	Number of Positions: 1
Job ID: 170849	Hours/Shift: Day
Job Description <p>The New York City Department of Correction provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department handles over 100,000 admissions each year and manages an average daily inmate population of approximately 14,000 individuals, a uniformed staff of 10,000 and a non-uniformed staff of approximately 1,200 individuals.</p> <p>The Department seeks to recruit a Workforce Analyst who will provide critical, analytical, and operational support to the Human Resources Division. The Workforce Analyst collects and analyzes HR data and metrics to identify important trends, responsible for ensuring the integrity of the reporting on workforce statistics, perform workforce analytics and other ad-hoc reports, support HR initiatives, maintain and update organizational charts and reporting relationships, provide strategic insights as well as identifying opportunities for continuous improvement in HR metrics and data reporting, maintain and monitor the civilian table of organization, prepare monthly workforce reports, interact with internal budget department on a daily basis to ensure data accuracy and budget approval for vacant positions, serve as the workforce reporting specialist and main point of contact for all HR reporting requests, work with business units and HR personnel to develop relevant metrics and key indicators, perform special projects as required.</p>	
Minimum Qualification Requirements <p>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</p> <p>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.</p>	
Preferred Skills <ul style="list-style-type: none">• Previous professional experience (1 year or more) with an oversight department or agency is highly preferred;• Advance competency with Microsoft Office Suite, CHRMS, PMS, NYCAPS and general office applications;• Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills.	
Residency Requirement <p>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.</p>	
To Apply <p>For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#: 170849</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 170849</p> <p>Attention: Sharen Harris</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Posting Date: 10/17/2014	Post Until: 10/31/2014

