Department of Youth & Community Development

JOB VACANCY NOTICE

In order to qualify applicants must be appointed from a Civil Service list or already be Permanent in that Title

CIVIL SERVICE TITLE: Associate Staff Analyst	**TITLE CODE NO.:** 12627
OFFICE TITLE: Human Resources Analyst	**SALARY:** $59,536-$88,649 (Annual)
DIVISION/WORK UNIT: Human Resources	**WORK LOCATION:** 156 William Street, New York, New York 10038
HOURS: 35 Hours Per Week (minimum)	**NUMBER OF POSITIONS:** 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of Community-Based Organizations (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

The Department of Youth and Community Development's workforce is rapidly growing as it takes on new initiatives to better serve the City of New York. DYCD's Human Resources Office is seeking a Human Resources Analyst to assist in supporting the Agency's workforce.
The essential job functions includes but is not limited to the following:

- Conduct and coordinate, with the human resource staff, the recruitment/selection process including advertising job openings, screening applications; Answer inquiries about job openings, employee benefits, policies and procedures and general information; help employees to navigate the New York City Automated Personnel System (NYCAPS)
- Enter and update employee information in NYCAPS. Maintain data integrity of the New York City Automated Personnel System
- Develop standard and custom reports for ongoing work unit needs by using NYCAPS, CHRMS and other human resource information systems.
- Assist employees by distributing information regarding benefits, policies and procedures.
- Assist in conducting human resource policy and program research and development projects, including collecting data, formulating results, and regularly create reports regarding employee benefits, personnel changes, and other human resource activities;
- Assist the Director of Human Resources in coordinating, developing and presenting human resource related training programs; help maintain training data

PREFERRED SKILLS:

- Knowledge of City of New York regulatory and personnel guidelines;
- Must be highly skilled in the use of NYCAPS, Excel, and Word. Must have a basic knowledge of PowerPoint.
- Ability to appropriately plan and organize; administer and prioritize;
- Ability to communicate effectively verbally and in writing;
- Must be able to establish and maintain effective working relationships with employees and the public;
- Ability to maintain composure and communicate effectively under stressful conditions;
- Ability to perform effectively under competing and/or conflicting demands on time
- and self in a busy environment; skill and tact in dealing with others.
- Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities.
- Ability to perform moderately complex research work.
- Must maintain a high level of discretion and confidentiality

MINIMUM QUALIFICATIONS:

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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 one year 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; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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; or

2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT
Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:
Search for the Job ID # 159689

External Candidates please go to www.nyc.gov/careers
Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.
If you do not have access to a personal computer, please visit your local public library

POST DATE: 8/7/2014	**POST UNTIL: 8/21/2014**	**JOB ID #: 159689**

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.