

JOB VACANCY NOTICE

NOTE: This position is open to applicants who took the Open Competitive Associate Staff Analyst Exam #5014, the Promotional Associate Staff Analyst Exam #5526, or those who are already permanent in the Associate Staff Analyst title. Please indicate in your cover letter whether you have taken this exam or are already permanent in the Staff Analyst title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

CIVIL SERVICE TITLE: Associate Staff Analyst	TITLE CODE NO.: 12627
OFFICE TITLE: Training Associate	SALARY: \$59,536 to \$88,649
DIVISION/WORK UNIT: Human Resources	WORK LOCATION: 123 William Street, New York, NY
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1
JOB DESCRIPTION:	
<p>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.</p> <p>The role of the Training Associate serves as a critical point-of-contact for the Department of Youth and Development (DYCD) staff and is responsible for the successful execution of Compliance and Staff Development trainings and related activities including, needs assessment, development, facilitation and training administration. Reporting to the Training and Development Director the Training Associate will primarily be tasked with delivering Induction, Compliance and Staff Development training to DYCD staff.</p> <ul style="list-style-type: none"> • Assess specific training needs of various DYCD units and stakeholders; • Plan and develop dynamic and interactive training curriculum on various core topics and best practices relating to DYCD development and draft of all related course material such as content outlines, scripts, and handouts; • Identify, utilize and incorporate external training and continuing education resources into comprehensive training programs for staff; • Assess, develop, implement, organize and/or deliver training programs for staff at all levels; • Together with manager, develop a training plan, course design and implementation schedule with a timeline; • Manage and maintain internal and external training records concerning training content, activities, attendance, and evaluations; • Complete monthly training reports, identifying new training or renewed training for each staff member. • Continually evaluate procedures to monitor and analyze course effectiveness and update curriculum as needed; • Other duties as assigned. 	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Should have extensive training and instructional experience and display excellent public speaking skills and ability to engage wide variety of audiences in a training environment; • Excellent MS Word, PowerPoint, Excel and Access skills • Excellent writing and oral presentation skills 	

MINIMUM QUALIFICATIONS:

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.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

<<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>

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 217234

#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 library

POST DATE: 10/2/2015

POST UNTIL: Filled

Job ID: 217234

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