



**DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT
JOB VACANCY NOTICE**



CIVIL SERVICE TITLE: Administrative Staff Analyst M2	TITLE CODE NO.: 10026 - 02
OFFICE TITLE: Director of Human Resources	SALARY: \$ 54,578 to \$ 135,240 \$ 50,610 with less than two years of City Service
DIVISION/WORK UNIT: Support Services	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week	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 throughout New York City. DYCD is seeking a Director of Human Resources, who under the direction of the Assistant Commissioner for Support Services, with latitude for the exercise of independent initiative and judgment, will be responsible for but not limited to:

- Leading and supervising Human Resources staff to create practices and objectives that will provide quality, productivity, standards and goals in development of a high performance workforce.
- Preparing the submission of employment documents to oversight agencies in order to affirm employment applicant's fitness and eligibility for employment. Preparing and sending former employees' personnel files (Traveling Personnel Folders) to appropriate agencies whenever requested.
- Reviewing all personnel submissions into NYCAPS and its acceptance using standard forms, data codes, and NYCAPS procedures in order to ensure that all payroll and personnel actions are in the proper data entry format.
- Overseeing the recruitment process and preparing the Planned Action Reports using data supplied and standard forms in order to meet the Department's staffing needs.
- Preparing Civil Service Dispositions in accordance with Civil Service rules and regulations using standard forms in order to notify the Department of Citywide Administrative Services of actions taken from certification lists.
- Interpreting new personnel policies from DCAS, Office of Payroll Administration (OPA), Office of Labor Relations (OLR), Federal, and State agencies to ensure staff is properly trained and in compliance.
- Overseeing/conducting employment, training and safety programs.
- Working closely with the Disciplinary Advocate Officer on matters pertaining to employee grievances and disciplinary matters and providing information requested.
- Representing the Assistant Commissioner for Support Services at agency-related events involving outside entities, including union representatives, on issues concerning staff and management.
- Preparing written and oral reports for senior management concerning the analyses of personnel data to track accomplishments of goals.
- Responsibility will also include developing, formulating and recommending agency policies affecting personnel issues for review by superiors.
- Assist with special projects.

PREFERRED SKILLS:

- Should be proficient in the use of Microsoft Excel, Word, and database management and record keeping.
- Have an advanced working knowledge of the Personnel Rules and Regulations, FMLA, ADA and COBRA laws and requirements.
- Should have experience streamlining work processes, and working cooperatively and jointly with staff to provide quality seamless customer service; demonstrate ability to lead and develop staff members.
- Strong demonstrated communication skills (both written and oral)

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, or a closely related field, and two years of satisfactory full-time professional experience 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, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, fiscal management, or in a related area, 3 years of which must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have include 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 are as 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.
NEW YORK CITY RESIDENCY IS REQUIRED**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:
 Karen Alexander, Assistant Commissioner
 NYC Department of Youth and Community Development, Office of Human Resources
 156 William Street, 3rd Floor
 New York, New York 10038
 Or e-mail Opportunities@dycd.nyc.gov
 Visit www.nyc.gov/dycd

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 7/31/08

POST UNTIL: Until Filled

JVN #: 261-09-005

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