



**NEW YORK CITY FIRE DEPARTMENT  
CITYWIDE JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE</b> Principal Administrative Associate – Level II	<b>TITLE CODE NO.</b> 10124
<b>OFFICE TITLE</b> Human Resource Information Center (HRIC) Data Analyst	<b>SALARY</b> *\$44,735 **\$51,445 *Salary for new employees **Salary for full-time employees who have been working for NYC at least two years
<b>BUREAU/DIVISION/UNIT</b> Operations / DSCO	<b>LOCATION</b> 9 MetroTech Center Brooklyn, New York

**JOB DESCRIPTION:**

The Data Analyst will be assigned to the Human Resource Information Center (HRIC) and under the direction of the Unit Manager will provide the following functions: Support the Division Staffing Coordinators (DSCO) by monitoring Agency Department Orders relating to the timely entry of Uniformed Personnel transactions to include Firefighter transfers, promotions, reassignments, group # changes, vacation letter assignments, leaves, chauffeur training results, appointments, suspensions and separations. Verify information entered on NYCAPS data forms prepared for data entry by the Uniform Payroll Bureau to ensure that the Human Resource Information System (HRIS) Roster Staffing database coincides with the CityTime system. Carefully review unit data entry work for these transactions for completeness and accuracy. Run standard audit reports using Oracle Report Builder to ensure various Agency operation support systems have been updated. Assist in the preparation of Bureau monthly/quarterly reports and various Bureau projects as needed.

**QUALIFICATION REQUIREMENTS:**

- 1) A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
- 2) An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
- 3) A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
- 4) Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

**PREFERRED SKILLS:**

Strong computer (CityTime and Oracle Report Builder) skills. Excellent administrative, interpersonal and communication skills.

**NOTE:** New hires must reside in NYC for the first two years of employment.

**TO APPLY FOR CONSIDERATION, PLEASE MAIL OR FAX COPY OF YOUR RESUME TO:**

New York City Fire Department  
9 MetroTech Center – 6<sup>th</sup> Fl.  
Brooklyn, NY 11201  
ATTN: Human Resources-BOP/Vacancy  
FAX No. (718) 999-7128

PLEASE REFER TO TRANSMITTAL # 057-2010-007007-C-BOO

No phone calls please.

**ONLY PERMANENT PAA'S WILL BE CONSIDERED FOR THIS POSITION.**

Please note that only those candidates considered for an interview will be contacted.

**DATED:** October 27, 2009

**POST UNTIL:** November 10, 2009

The Fire Department is an Equal Opportunity Employer.