CIVIL SERVICE TITLE  
Staff Analyst Trainee | Title Code #  
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OFFICE TITLE  
Special Projects Coordinator | SALARY  
$35,538 - Minimum salary for full-time employees with less than 2 years of City service  
$40,869 - Minimum salary for full-time employees who have 2 years of City service
BUREAU/DIVISION/UNIT  
Human Resources/ Special Projects | LOCATION  
9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION
Under supervision, the Special Programs Coordinator will be responsible for coordinating human resource related special programs and projects. Monitor the posting and assignment of Uniformed and EMS personnel to off-line positions. Serve as the agency’s Financial Disclosure Liaison, including maintenance and tracking of members required to file. Track maintenance of EMS, Paramedic and REMAC in certifications. Perform liaison functions with all levels of staff within the Department and oversight agencies citywide. Coordinate programs such as the Summer College Internship Program, 100 Year Association Award, and Government Scholars Program. Create related databases and reports. Conduct orientations and act as Agency Career Counselor. Assist in the development and publication of the bi-weekly Employee Bulletin. Perform other functions as determined by the Assistant Commissioner for Human Resources.

QUALIFICATION REQUIREMENTS:  
A baccalaureate degree from an accredited college.

PREFERRED SKILLS:  
Thorough knowledge of civil service policies and procedures; ability to analyze, evaluate and present findings; ability to manipulate data using MS Access and Excel; superlative attention to detail, ability to establish and maintain cooperative relationships; capable of working under pressure to meet strict deadlines. Excellent (oral and written) communication and editing skills.

ONLY PERMANENT STAFF ANALYST TRAINEES AND APPLICANTS WHO PASSED EXAM #4060 FOR STAFF ANALYST TRAINEE WILL BE CONSIDERED.

NOTE: New York City residency is 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 APPLY:  
NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.  
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 188024.

DATED: March 25, 2015  
*POST UNTIL*: April 11, 2015

The Fire Department is an Equal Opportunity Employer.