



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

<b>CIVIL SERVICE TITLE</b> Principal Administrative Associate (Per-Diem) – Level II	<b>TITLE CODE #:</b> 10124
<b>OFFICE TITLE</b> NYCAPS Employee Processor	<b>SALARY</b> \$25.60 p/h - Minimum salary for full-time employees with less than 2 years of City service \$29.44 p/h - Minimum salary for full-time employees who have 2 years of City service
<b>BUREAU/DIVISION/UNIT</b> Human Resources/Processing Unit	<b>LOCATION</b> 9 MetroTech Center Brooklyn, New York

**JOB DESCRIPTION:**

The NYCAPS Employee Processor will be responsible for preparing and processing personnel transactions for new hires, promotions, terminations, suspensions, reassignments, and other personnel related transactions for uniform, EMS and civilian employees. Advise supervisor of any issues regarding the processing of personnel actions. Utilize NYCAPS, PMS, PRISE and the CHRMS systems. Verify information entered on NYCAPS data forms submitted to Payroll. Maintain liaison functions with various bureaus within the Department as well as other city Agencies with regards to civil service lists and other personnel related issues. Respond to personnel related inquiries and requests. Assists with new hire orientations. Coordinate and schedule all parties involved. Assist in the coordination of civil service pools and finalize certifications via PRISE. Maintain and track all personnel transactions in the NYCAPS Log book. Perform other related duties, assume additional assignments as necessary.

**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 clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and five years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
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 3½ years.

**PREFERRED SKILLS:**

Previous Human Resources experience and knowledge of NYCAPS E-Hire System, PMS, PRISE and CHRMS. Excellent writing skills and oral communication skills. Knowledge of Microsoft Word, Excel and Access databases.

**\*\*This position is only open to applicants with permanent status in the title of Principal Administrative Associate.\*\***

**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:** CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/> REFER TO JOB ID # 213719.

**DATED:** January 29, 2016

**\*POST UNTIL\*:** February 10, 2016

*"FDNY is ranked as the top place to work among gov't agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."*

*-Forbes magazine, on "America's Best Employers 2015"  
The Fire Department is an Equal Opportunity Employer*