



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

<b>CIVIL SERVICE TITLE</b> Principal Administrative Associate, Level-I	<b>TITLE CODE #:</b> 10124
<b>OFFICE TITLE</b> Benefits Assistant	<b>SALARY</b> \$41,810 - Minimum salary for full-time employees with less than 2 years of City service \$48,082 - Minimum salary for full-time employees who have 2 years of City service
<b>BUREAU/DIVISION/UNIT</b> Human Resources/Employee Processing Unit	<b>LOCATION</b> 9 MetroTech Center Brooklyn, New York

**JOB DESCRIPTION:**

The candidate will be responsible for the processing health benefits coverage for new hires, promotions, terminations, suspensions and other personnel related transactions. Advises supervisor of any issues regarding the processing of health benefits coverage. Utilize NYCAPS and PMS systems. Maintain liaison functions with various bureaus within the Department as well as other city Agencies and respective participating health carriers to resolve health benefits related issues. Respond to personnel related inquiries and requests. Assists with and/or conducts Benefits orientations and presentations.

**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.

**\*\*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 # 226546.**

**DATED:** February 22, 2016

**\*POST UNTIL\*:** March 4, 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**