

**NYC EMERGENCY MANAGEMENT
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**
Title Code No.: **06766**
Salary: **\$57,500-\$64,000**
Office Title: **HUMAN CAPITAL SPECIALIST**
Division/Work Unit: **Office of the Chief Operating Officer/Human Capital**
Work Location: **165 CADMAN PLAZA EAST BROOKLYN, NY 11201**
Hours/Shift: **9 – 5/M – F**
Number of Positions: **1**

ABOUT NEW YORK CITY EMERGENCY MANAGEMENT

New York City Emergency Management (NYCEM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYCEM is responsible for coordinating citywide emergency planning and response for all types and scales of emergencies. We are staffed by more than 200 dedicated professionals with diverse backgrounds and areas of expertise, including individuals assigned from other City agencies.

The Human Capital Management (HCM) team coordinates all aspects of employee relations and organizational culture, which includes but is not limited to the areas of talent management, employee relations, payroll and timekeeping, benefits, HRIS and analytics, HR compliance, change management, organizational and performance management. The Human Capital team is seeking a specialist to support the teams HRIS and analytics projects.

JOB DESCRIPTION

The Human Capital Specialist is responsible for assisting in the daily functions of the HCM team across the areas of recruitment, benefits and timekeeping.

Under the direction of the Director and Deputy Director of People and Culture the Human Capital Specialist will be responsible for:

- Collaborates with departmental managers to understand skills and competencies required for openings and drafting detailed job descriptions and hiring criteria.
- Identifies and implements efficient and effective recruiting methods and strategies based on the available role, industry standards, and the needs of the organization.
- Assists with job posting and advertisement processes.
- Organizes and attends job fairs, campus events, and other networking opportunities.
- Maintains a candidate database of potential talent.
- Assist in all aspects of the agency's Health Benefits, including assisting employees with health benefit related questions and scheduling follow-up appointments with employees regarding the submission of forms.
- Manages all aspects of the agency's Personnel Folders, including organizing and creating new hire and promotional folders, sending Traveling Personnel Files and logging resigned employee files in the agency's records management system.
- General personnel administration, maintenance, and follow up including reporting, filing, scanning.
- Organize and conduct new employee orientation.
- Assists in projects including HCM events, benefits open enrollment, employee communications.
- Performs backup timekeeping responsibilities.
- Performs other duties as assigned.

The selected candidate will be assigned to periodic Emergency Operations Center team and will be expected to work non-business hours during emergencies. The selected candidate will also participate in drills and exercises, assist with Ready NY presentations to external groups, and will undertake special

projects as assigned.

QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in emergency management, public administration, urban planning, engineering, economics, political science, the physical sciences or related field and one year of satisfactory full-time professional experience in one or a combination of the following: emergency management, fire or police or military service, public safety, public health, public administration, urban planning, engineering, or another specialized area to which the appointment is to be made; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in the areas listed 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 six years of satisfactory full-time professional experience in the areas listed in "1" above, at least two years of which must have been in one of those areas, or another specialized area to which the appointment is to be made.

NOTE: *New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.*

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

PREFERRED SKILLS

- Bachelors degree in Human Resources, Business Administration, Psychology, or related field required.
- At least two years of human resources or related experience including benefits and recruitment required.
- SHRM-CP or SHRM-SCP a plus.
- SHRM's Talent Acquisition Specialty Credential a plus.
- Excellent verbal and written communication skills
- Ability to create and implement sourcing strategies for recruitment for a variety of roles.
- Proactive and independent with the ability to take initiative.
- Excellent time management skills with a proven ability to meet deadlines.
- Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
- Proficient in Microsoft Office Suite or related software.
- Working knowledge of NYCAPS.
- Proficient with or the ability to quickly learn applicant-tracking software or other recruitment systems.

To APPLY

Current City Employees: Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 485430**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# 485430 and **how you heard about this posting**.

Non-City Employees/External Candidates: Apply via NYC Careers. Go to www.nyc.gov/careers/search and search **Job ID# 485430**

AND

Send a copy of your resume & cover letter to jobs@oem.nyc.gov. Please include in the subject line the Job ID# 485430 and **how you heard about this posting**.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

POSTING DATE: 9/22/2021	POST UNTIL: Filled	JVN: 017/22/693
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-AN EQUAL OPPORTUNITY EMPLOYER-
Special accommodations will be provided for people with disabilities