

NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-16-011

CIVIL SERVICE TITLE: Community Coordinator	TITLE CODE NO.: 56058
OFFICE TITLE: Employee Relations Liaison	SALARY: \$48,895 - \$75,900
DIVISION/WORK UNIT: Administration / Human Resources	WORK LOCATION: 33 Beaver Street, 18 th Floor New York, NY 10004
HOURS: 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide three core services –pre-sentence investigations, intake and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

The Department is recruiting for an Employee Relations Liaison to assist in leading the Human Resources Business practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of improved workforce. Under general direction of the Director of Human Resources and with latitude for independent initiative and judgment, the Employee Relations Liaison will assist with the day to day operations of the Employee Relations Unit within Human Resources (HR). Duties will include but are not limited to the following:

- Assist with executing the responsibilities in the Employee Relations Unit which includes:
- Review and track Tasks and Standards and Employee Performance Evaluations for accuracy, and compliance with Citywide Rules and Regulations as well as Citywide Administrative Title Specifications.
- Reviews and generates reports by the Employee Performance Evaluation System and the Employee Structure in the PMS system to determine the accuracy of the data previously processed.
- Assists employees with Career Counseling.
- Respond to oversight Initiatives (DCAS, OLR, etc.).
- Plans and Oversees Quality of Work Committee (Health and Wellness, EAP, etc.) programs.
- Assist with agency Employee Relations complaints and resolutions.
- Assist with various research projects and/or special projects and initiatives.

PREFERRED SKILLS:

- Knowledge of PMS and Citywide Rules and Regulations.
- Understanding the mission, goals and objectives, structure, and operations of DOP.
- Ability to manage multiple projects and priorities.
- Computer literate with working skills in Microsoft Word and Excel.
- Familiar with HRIS Systems.

QUALIFICATION REQUIREMENTS:

- A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK STATE RESIDENCY IS REQUIRED

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JOB# TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: January 20, 2016

POST UNTIL: Until Filled

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“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER”