



## 2023 NYC Summer Internship Program

**Agency:** NEW YORK CITY DEPARTMENT OF SANITATION

**Division:** Office of Employment and Disciplinary Matters

**Address 1:** Input Address 1.

**Address 2:** *Input Address 2*

**Contact:** Charlayne White or LaVerne Hickman

**Email:** [cwhite@dsny.nyc.gov](mailto:cwhite@dsny.nyc.gov) or [lhickman@dsny.nyc.gov](mailto:lhickman@dsny.nyc.gov)

**Phone:** 212-437-5004 or 212-437-5009

### **Agency Description**

The New York City Department of Sanitation (DSNY) keeps New York City healthy, safe, and clean by collecting, recycling, and disposing of waste, cleaning City streets and vacant lots, and clearing snow and ice. DSNY is the nation's largest municipal sanitation agency, with nearly 10,000 employees, 59 district garages, and a fleet of more than 5,000 trucks, cars, and other types of equipment. The Department clears litter, snow, and ice from approximately 6,500 miles of City streets and removes debris from vacant lots as well as abandoned vehicles from City streets.

### **Unit Description**

The Office of Employment and Disciplinary Matters ("OEDM") is the subdivision of the Bureau of Legal Affairs ("BLA") responsible for providing legal counsel on employment and personnel matters. OEDM is also responsible for employee discipline and the adjudication of employee misconduct at disciplinary hearings before the New York City Office of Administrative Trials and Hearings ("OATH") pursuant to Section 75 of the New York State Civil Service Law and Section 16-106 of the Administrative Code of the City of New York. OEDM also represents the Department on appeals before the New York City Civil Service Commission ("CSC"). OEDM's mission is to promote employee accountability and efficiency through fair and appropriate discipline.

**Position Title** Summer College Intern (Undergraduate)

## **Internship Responsibilities**

Under continuing guidance and supervision, the Summer College Interne will be responsible for performing the following tasks: assisting OEDM (Advocate's Office) staff process disciplinary complaints that are routed to the Advocate's Office. The Summer College Interne will also assist the disciplinary calendar coordinator to schedule employees ordered to report to the Advocate's Office to address their disciplinary matters at Departmental disciplinary conferences. Further, the Summer College Interne will also assist the OEDM Staff to process Outside Employment Authorization requests. Finally, the Summer College Interne will assist with light clerical tasks, and with the delivery and pick-up of mail, as necessary.

## **Qualifications/Special Skills/Area of Study**

The ideal candidate will possess strong interpersonal and analytical skills, be organized, detail-oriented, personable, and have the ability to multi-task. Computer proficiency, including with Microsoft Suite (including Excel and Access) are strongly preferred.

## **Application Process**

Email your resume and a brief cover letter indicating the title of the position to [cwhite@dsny.nyc.gov](mailto:cwhite@dsny.nyc.gov) or [lhickman@dsny.nyc.gov](mailto:lhickman@dsny.nyc.gov) .

Only those applicants under consideration will be contacted. If contacted for an interview, candidates must present an enrollment verification statement from their school, attesting that they are enrolled in an accredited degree program, or be a recent graduate (winter/spring term of the Program year).

## **Salary Range** Min \$15.00 to Max \$17.50 per hour

Internship may be used to fulfill college credit requirement.

## **Additional Information / Comments**

Additional Information / Comments (Max characters 700)