

[INSERT AGENCY LOGO]



# 2025 NYC Summer Internship Program Application Form

## Agency Details and Contact Information

<b>Agency</b>	DEPT OF CITYWIDE ADMINISTRATIVE SERVICES	<b>Division</b>	Human Capital - NYCAPS Central
<b>Address</b>	59 Maiden Lane		
<b>Name</b>	Frieda Conrad	<b>Email</b>	fconrad@dcas.nyc.gov

### Agency Description

DCAS' mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcas](http://nyc.gov/dcas) to learn more about the work we do.

### Unit Description

NYCAPS Central (NCC) is a human resources service center that oversees the expansion and maintenance of NYCAPS, a centralized state-of-the-art automated personnel system for human resources professionals, managers and employees to access and manage personnel and benefits information. NCC supports approximately 96,000 NYC employees with all their health benefits needs; oversees the implementation of civil service and human resources related transactions for over 300,000 employees citywide; and manages Employee Self-Service (ESS), an online tool that provides NYC employees with easy access to human resources, payroll, tax, City job applications and benefits information

## Internship Position Description

<b>Position Title</b>	<b>NYCAPS Central - HRIS Intern</b>
<b>Internship Responsibilities</b>	<p>The NCC HRIS Unit is responsible for analyzing system errors; analyzing new projects/system enhancements and writing business requirements; testing for roll-out of new NYCAPS functionality (e.g., eHire, ePerformance, etc.); trouble-shooting system issues submitted by agencies; managing mass updates to effectuate title consolidations and reclassifications, as well as personnel and payroll transactions; providing HR data analysis and reports to the Mayor's Office of Operations, DCAS executives, and other agencies for decision and support. Prospective candidates will perform duties that include, but are not limited, to the following:</p> <ul style="list-style-type: none"><li>• running reports from Customer Relationship Management (CRM), NCC's service request database;</li><li>• performing data validation using Excel;</li><li>• assisting the HRIS team to format and update document templates internal to the team related to the PeopleSoft upgrade; and</li><li>• as needed, assist in testing the applicant functionality in 9.2 as part of the upgrade testing.</li></ul>
<b>Qualifications / Special Skills / Area of Study</b>	<ul style="list-style-type: none"><li>• Excellent verbal and written communication skills;</li><li>• Proficient in the use of Microsoft Excel and Word;</li><li>• Ability to follow instructions when assigned multi-step tasks.</li></ul>
<b>Application Process</b>	<p>Submission of cover letter and resume to the above referenced agency contact.</p> <p>Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year. Internships are available between May 2025 and September 5, 2025 for a maximum of 13 weeks.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED</p>
<b>Salary</b>	<p>\$18.50/hour for undergraduate interns</p>

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.