



Eric Adams
Mayor



NYC Government Hiring Hall

Serve Your City, Fulfill Your Dreams!

Dear current and prospective City employees:

Thank you for registering to attend the upcoming NYC Government Hiring Hall!

In preparation for this exciting event, we are sharing with you the Agency profiles and job descriptions for participating agencies. At the hiring hall, you will have an opportunity to meet representatives from over 16 agencies and learn more about their current opportunities, ranging from social worker, case manager, clerical worker, and more. Most agencies will be offering on-the-spot interviews.

The City of New York has a growing, talented, and diverse workforce. To be kept updated on additional opportunities, we encourage you to stay in contact with us. You can sign up to receive the NYC Jobs Newsletter at <https://nyc.gov/dcasa>. Each month, the NYC Jobs Newsletter will make sure you are kept well-informed of available job opportunities, civil service exams, and recruitment events. To search the current roster of open positions across City agencies, visit the City's career page at <https://nyc.gov/jobs>.

Please note that in addition to social services and administrative positions, agencies are hiring in the areas of IT, engineering, inspection, building operations and maintenance, community services, finance, and more.

(View available positions by job category)

(View agency profiles and job descriptions)

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Available Jobs by Category
 (Click [TITLE NAME](#) to view job description)

Job Category	Title Name	Agency Name
Administration & Human Resources	Examiner	Department of Citywide Administrative Services (DCAS)
	Customer Service representative/Cashier	Department of Finance (DOF)
	Payment Associate	Department of Finance (DOF)
	Trainer and Investigator	Department of Health and Mental Hygiene (DOHMH)
Administrative and Central Office	Employee Services Associate	Department of Education (DOE)
	Supervisor	Department of Education (DOE)
Building Operations & Maintenance	Apprentice (Construction Laborer)	Department of Environmental Protection (DEP)
Constituent Services & Community Programs	City Park Worker	Department of Environmental Protection (DEP)
	Seasonal City Park Worker	Department of Environmental Protection (DEP)
	Booting/Records Specialist	Department of Finance (DOF)
	Operations Coordinator	Department of Finance (DOF)
	Rental Assistance Program / Living IN Communities (LINC) Renewal Unit Worker	Department of Social Services (DSS)
	PC Bank Facilitator	Department of Social Services (DSS)
	Infoline Agents	Department of Social Services (DSS)
	Constituent Services Coordinator	Housing Preservation & Development (HPD)
	Building Coordinator	Housing Preservation & Development (HPD)
	City Park Worker	Parks and Recreation (PARKS)
	Seasonal Gardener	Parks and Recreation (PARKS)
	Associate Park Service Worker	Parks and Recreation (PARKS)
Clerical / Administrative	Clerical Associate	Department of Buildings (DOB)
	Exemptions Clerical Associate	Department of Finance (DOF)
	Clerical Associate	Taxi and Limousine Commission (TLC)
	Licensing Specialist	Taxi and Limousine Commission (TLC)
	Senior Clerical Associate	Department of Sanitation (DSNY)
	Clerical Support	Department of Health and Mental Hygiene (DOHMH)
Finance, Accounting, & Procurement	Payment Liaison - Office of Fiscal Affairs/Accounts Payable	Housing Preservation & Development (HPD)
	Records Management Liaison for the Division of Fiscal Affairs	Housing Preservation & Development (HPD)
	Payment Liaison for the Division of Fiscal Affairs/Central Administration	Housing Preservation & Development (HPD)
	Payment Analyst for the Division of Fiscal Affairs	Housing Preservation & Development (HPD)
Human Resources & Payroll	Generalist	Department of Education (DOE)
Public Safety, Inspections, & Enforcement	Construction Inspector	Department of Buildings (DOB)
	Clerical Associate Level 4 - SW	Department of Transportation (DOT)
	Heating Management Services Dept. HMSD	New York City Housing Authority (NYCHA)
	Housing Exterminator (Ha)	New York City Housing Authority (NYCHA)
	Plasterer	New York City Housing Authority (NYCHA)

Participating Agency Profiles and Job Descriptions

(Click the **AGENCY NAME** to View Agency Profiles and Available Positions)

[Administration for Children's Services \(ACS\)](#)

[Department of Citywide Administrative Services \(DCAS\)](#)

[Department of Environmental Protection \(DEP\)](#)

[Department of Buildings \(DOB\)](#)

[Department of Correction \(DOC\)](#)

[Department of Education \(DOE\)](#)

[Department of Finance \(DOF\)](#)

[Department of Health and Mental Hygiene \(DOHMH\)](#)

[Department of Transportation \(DOT\)](#)

[Department of Sanitation \(DSNY\)](#)

[Department of Social Services \(DSS\)](#)

[Health + Hospitals \(H+H\)](#)

[Housing Preservation and Development \(HPD\)](#)

[New York City Housing Authority \(NYCHA\)](#)

[Parks and Recreation \(PARKS\)](#)

[Taxi and Limousine Commission \(TCL\)](#)

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The Administration for Children's Services (ACS) protects and promotes safety and well-being of New York City's children and families by providing child welfare, juvenile justice, and early care and education services.

In child welfare, ACS contracts with private nonprofit organizations to support and stabilize families at risk of a crisis through preventive services and provides foster care services for children not able to safely remain at home.

Each year, the agency's Division of Child Protection conducts more than 55,000 investigations of suspected child abuse or neglect.

In juvenile justice, ACS manages and funds services including detention and placement, intensive community-based alternatives for youth, and support services for families.

In early care and education, ACS coordinates and funds programs and vouchers for close to 100,000 children eligible for subsidized care.

For more information about ACS visit their website at www.nyc.gov/ACS .

ACS is offering on-the-spot interviews

***See agency for information about available positions**

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Department of Citywide Administrative Services (DCAS)

DCAS's 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.

For more information about the Department of Citywide Administrative Services visit their website at www.dcas.nyc.gov

DCAS is offering on-the-spot interviews**Available Positions****(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
Examiner	Administration & Human Resources	\$62,204.00 - \$71,535.00 (Annual)	5	Manhattan

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Job ID: 561223**Business Title: Examiner****Division/Work Unit: Exam Development Group****Proposed Salary Range: \$62,204.00 - \$71,535.00 (Annual)**

The Exam Development Unit within the Bureau of Exams is responsible for collaborating with City Agencies in the development of civil service exams for competitive class titles by working with City Agencies' Subject Matter Experts (SMEs) to conduct in depth job analyses that are used to develop rating guides and questions which may appear on civil service examinations. The Tests & Measurement Specialist 02 will be responsible for, but not limited to the following tasks:

- Conducting field observations and interviews to identify the essential functions of job titles;
- Creating and administering job analysis questionnaires and linking surveys;
- Analyzing questionnaire and linking survey data to create test plans; and
- Developing, administering, and rating tests for employment and promotion in a variety of NYC government agencies under DCAS jurisdiction, and other City agencies including Health + Hospitals and CUNY.

Minimum Qualification Requirements

- A master's degree in psychology or a related field from an accredited college including or supplemented by at least 12 credits in any combination of two or more of the following course areas: tests and measurement, statistics, research, personnel psychology, and computers; or
- Completion of at least 45 credits towards a master's degree in psychology or a related field from an accredited college including or supplemented by at least 12 specialized credits as described in "1" above; or
- 3. A baccalaureate degree in psychology or a related field from an accredited college including or supplemented by at least 12 specialized credits as described in "1" above, and two years of satisfactory full-time professional experience in the development of personnel selection tests; or
- Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess a baccalaureate degree from an accredited college and the 12 specialized credits as described in "1" above. Special Note To be eligible for placement in Assignment Level II or III, individuals must have, after meeting the minimum requirements, either one year of experience in performing professional testing and measurement work, or possess a doctorate in psychology, statistics, educational research, or a related field.

Preferred Skills

- Able to organize work and provide a high level of time management and planning.
- Excellent and effective communication skills (written and oral), including the ability to understand and be understood in English.
- Possess strong attention to details.
- Able to handle sensitive situations and maintain a high degree of confidentiality.
- Able to compile, prepare and analyze reports using electronic databases
- Strong desire to work with diverse groups of people to creatively develop exams.
- Strong computer skills, including experience with the Microsoft Suite and SPSS.
- Comfortable working in a fast-paced and dynamic work atmosphere to be able to successfully handle multiple activities.
- Able to work well within a team, meet deadlines, analyze problems, and handle potentially difficult situations.

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Department of Environmental Protection (DEP)

The NYC Department of Environmental Protection (DEP) enriches the environment and protects public health for all New Yorkers by providing 1.1 billion gallons of high-quality drinking water, managing wastewater and stormwater, and reducing air, noise, and hazardous materials pollution. DEP is the largest combined municipal water and wastewater utility in the country, with nearly 6,000 employees. DEP's water supply system is comprised of 19 reservoirs and 3 controlled lakes throughout the system's 2,000 square mile watershed that extends 125 miles north and west of the City.

For more information about the Department of Environmental Protection visit their website at www.nyc.gov/dep

DEP is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
City Park Worker	Constituent Services & Community Programs	\$34,716 (Annual)	40	Citywide
Seasonal City Park Worker	Constituent Services & Community Programs	\$16.63 (hourly)	30	Citywide
Apprentice (Construction Laborer)	Building Operations & Maintenance	\$32,259 (Annual)	15	Citywide

Job ID: N/A

Business Title: City Park Worker/Seasonal City Park Worker

Division/Work Unit: Bureau of Environmental Planning and Analysis (BEPA)

Proposed Salary Range: \$34,716 (Annual)

The NYC Department of Environmental Protection (DEP) enriches the environment and protects public health for all New Yorkers by providing 1.1 billion gallons of high-quality drinking water, managing wastewater and stormwater, and reducing air, noise, and hazardous materials pollution. DEP is the largest combined municipal water and wastewater utility in the country, with nearly 6,000 employees. DEP's water supply system is comprised of 19 reservoirs and 3 controlled lakes throughout the system's 2,000 square mile watershed that extends 125 miles north and west of the City.

The Bureau of Environmental Planning and Analysis (BEPA) is responsible for design and construction of Green Infrastructure in NYC and maintenance operations of all constructed Green Infrastructure assets. To date, DEP has constructed over 11,000 assets in Queens, Brooklyn and Bronx in which majority of these assets are located within the public right of way comprised of rain gardens, infiltration basins, porous panels and medians. More information on NYC Green Infrastructure Program can be found at

<https://www1.nyc.gov/assets/dep/downloads/pdf/water/stormwater/green-infrastructure/gi-annual-report-2020.pdf>

DEP is in partnership with various City agencies to construct green infrastructure rain gardens, for the purposes of stormwater capture and improved water quality of NYC waterways. Most rain gardens will be sited in Brooklyn, Queens, and the Bronx. DEP is responsible for the maintenance and upkeep of these green infrastructure systems. Green infrastructure rain gardens combine engineered stormwater capture with the natural elements of soils and plants and require particular and specialized care and maintenance.

As City Park Workers, the selected candidates will assist in general maintenance work, including edging, seeding, snow removal, cultivating, fertilizing, trimming, sweeping, removal of sediments and raking of litter; clean and maintain facilities including drainage structures; perform minor repair work including but not limited to plumbing, masonry, carpentry, metal work and vehicle and equipment repair; drive vehicles and operate certain other motorized equipment; perform safety checks on facilities and equipment; and may move furniture, climb and perform other physical activities as required in the performance of assigned duties.

Environmental Conditions: Some of the environmental factors that the candidate will face performing this job include walking for extended periods of time, entering the rain gardens, and working in extreme heat or cold.

QUALIFICATION REQUIREMENTS

1. There are no formal education or experience requirements for this position.
2. A Motor Vehicle Driver's License valid in the State of New York is required.
3. Ability to read and to understand and obey orders is required.
4. There are certain medical and physical requirements.

PREFERRED SKILLS

Experience with horticultural maintenance, ability to work flexible hours, nights and weekends as needed. Strong organizational, communication and leadership skills.

DEP is an equal opportunity employer with a strong commitment to the diversity of our organization and workforce. We appreciate your interest and thank all applicants who apply, but only candidates under consideration will be contacted.

Residency Requirement

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.

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Job ID: N/A

Business Title: Apprentice (Construction Laborer)

Division/Work Unit: Bureau of Environmental Planning and Analysis (BEPA)

Proposed Salary Range: \$32,259 (Annual)

The NYC Department of Environmental Protection (DEP) enriches the environment and protects public health for all New Yorkers by providing 1.1 billion gallons of high-quality drinking water, managing wastewater and stormwater, and reducing air, noise, and hazardous materials pollution. DEP is the largest combined municipal water and wastewater utility in the country, with nearly 6,000 employees. DEP's water supply system is comprised of 19 reservoirs and 3 controlled lakes throughout the system's 2,000 square mile watershed that extends 125 miles north and west of the City.

DEP owns and is in charge of outfalls throughout the city. During wet weather, stormwater and combined sewer overflow (CSO) are discharged into the water bodies through these outfalls. Most of the outfalls are aged and many contain deposits which are impacting the proper functionality of the outfalls. This leads to street flooding and catch basin backups during rain events. In addition, recent hurricanes such as Ida have deposited additional debris in the outfalls exacerbating the problem. Through the increased number of inspections, it will lead to less incidents of flooding and damages due to extreme wet weather events.

The selected candidates will participate in an apprenticeship program with a two-year period of training in which they will perform the following or related tasks:

- using hand tools such as chisels, hack saws, caulking hammers, wrenches, shovels and digging bars to complete tasks.
- inspecting outfalls throughout the city.
- cleaning outfalls throughout the city.

Positions can be anywhere throughout the five (5) boroughs of the city.

- 1) There are no formal education or experience requirements for this position.
- 2) Possession of a Motor Vehicle Driver license valid in the State of New York is required for appointment. During the first six months of the Apprentice training period, the Apprentice must secure a Class B Commercial Driver License valid in the State of New York. There may be certain age requirements to obtain this license. Employees must maintain the Class B Commercial Driver License during their employment.

QUALIFICATION REQUIREMENTS

1. There are no formal education or experience requirements for this position.
2. A Motor Vehicle Driver's License valid in the State of New York is required.
3. Ability to read and to understand and obey orders is required.
4. There are certain medical and physical requirements.

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NYC Department of Buildings (DOB)

The NYC Department of Buildings is responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

For more information about the Department of Buildings visit their website at www.nyc.gov/buildings

DOB is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Construction Inspector	Public Safety, Inspections, & Enforcement	\$61,800 (Annual)	36	Citywide
Clerical Associate	Clerical / Administrative	\$40,017.00 - \$62,820.00 (Annual)	2	Queens

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Job ID: 580659

Business Title: Construction Inspector

Division/Work Unit: Citywide

Proposed Salary Range: \$61,800 (Annual)

This position performs work in the inspection of construction, repairs or alteration of structures for conformity with NYC Construction Codes, Department rules, other pertinent laws and rules, and approved plans and specifications.

Under general supervision:

- Performs technical inspections of construction work pursuant to applications filed with the Department of Buildings. These applications involve the erection, alteration, and repair of structures throughout the city. The inspector is to determine if construction work is being done safely and in conformance with approved applications, plans, and specifications in accordance with the NYC Construction Code, Zoning Resolution, or other pertinent laws and rules enforced by the Department of Buildings.
- Responds to, reports and investigates accidents, incidents and complaints for conformity with NYC Construction Codes, Department rules, other pertinent laws and rules, and approved plans and specifications. Studies drawings to obtain details for inspections.
- Issues violations, summonses and stop work orders.
- Verifies licenses of onsite workers.
- When issuing violations, advises the recipient of the nature of the violating condition.
- Testifies as needed, including at ECB, depositions, and court.
- Maintains records and makes reports.
- Explains and enforces laws and rules relevant to the field.
- May assign, supervise, review and evaluate work of subordinates.
- May train subordinates in their duties.
- May review applications relevant to the field.
- May assist supervisor.
- Operates a motor vehicle in the performance of assigned duties.

Some of the physical activities performed by Inspectors (Construction) and environmental conditions experienced are: walking to and from inspection sites and, during the course of inspections, climbing and descending ladders and stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for extended periods of time; working in confined areas; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

Special Working Conditions: Inspectors (Construction) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Candidates must successfully pass a drug screening to be appointed

TOP



Job ID: 580659

Business Title: Construction Inspector (Continued)

Division/Work Unit: Citywide

Proposed Salary Range: \$61,800 (Annual)

Minimum Qualification Requirements

1. Two years of full-time satisfactory experience working in the construction trades as a carpenter, mason, ironworker, plasterer, architect, engineer, building construction superintendent, or inspector of building construction, or in related work. Working as a roofer, painter, sheet-metal worker, metal lather, sheetrock taper, glazier, or insulation installer is not acceptable experience; or
2. A license as a professional engineer or registered architect issued pursuant to the New York State Education law or a license as a Site Safety Manager issued by the NYC Department of Buildings; or
3. Sixty credits towards a degree in civil engineering, engineering technology, architecture, architectural technology, construction management, or a closely related field from an accredited college or university; or
4. One year of experience as described in "1" above and one year of formal training or education in an acceptable construction program given in a college, technical school or trade school; or
5. Completion of an apprentice program, a minimum of two years in length, in a construction trade or building inspection; or
6. Education and/or experience which is equivalent to "1," "3," "4," or "5" above
7. To be eligible for placement to Assignment Level II, individuals other than licensed professional engineers, registered architects, or Site Safety Managers, must have, after meeting the minimum requirements, either (a) at least three additional years of experience as described in "1" above or (b) a baccalaureate degree in civil engineering, engineering technology, architecture, architectural technology, construction management, or a closely related field from an accredited college or university and at least one year of experience as described in "1" above.
8. To be eligible for placement to Assignment Level III, individuals other than licensed professional engineers or registered architects must have, after meeting the requirements for Assignment Level II above, at least one additional year of experience as described in "1" above.
9. To be eligible for placement to Assignment Level IV, individuals other than licensed professional engineers or registered architects must have, after meeting the requirements for Assignment Level III above, at least one year of experience as described in "1" above in a supervisory capacity.

Preferred Skills

- Working knowledge of the NYC Construction Codes and Zoning Resolution
- Computer literacy

55-a Program

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.

Additional Information

Loan Forgiveness and Repayment Assistance Programs

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

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Job ID: 582588

Business Title: Clerical Associate

Division/Work Unit: RRM Queens (Glendale 1)

Proposed Salary Range: \$40,017 /\$ 46,019 - \$62,820.00 (Annual)

Responsible for assignments that are associated with requests from RRM Administration, assist with payroll, budgeting, and benefit matters; coordinate assignments with RRM Administration and Personnel. Review, copy, forward worker's compensation forms, leave requests, address change, incident request, accident reports, transfer requests, ID renewal. Maintain office calendar, and library of administrative forms and books. Prepare absence control reports (absence and tardiness). Review and approve timesheets of contracted office cleaners; monitor performance. Liaison with Payroll & Timekeeping, distribute paychecks and stubs. Provide computer assistance for field employees using ESS for personal info, profile adjustments, and electronic submissions. Inform Facility Coordinator of damages and potentially hazardous situations. Assist with distribution of pertinent information, maintenance of bulletin boards and information counters. Respond to telephone inquiries.

Minimum Qualification Requirements

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Skills Requirement

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Preferred Skills

Ability to multitask and prioritize assignments in a fast-paced work environment. Familiarity with MS Word, Excel, and Outlook.

Residency Requirement

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.

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New York City Department of Correction (DOC)

The New York City Department of Correction (DOC) is dedicated to creating a safe and supportive environment while providing individuals in our care with a path to successfully re-enter their communities. The Department provides for the care and custody of people ordered to be held by the courts and awaiting trial or who are convicted and sentenced to one year or less of jail time. Our dedicated workforce of both uniformed and non-uniformed staff members represents the city's BOLDEST.

For more information about the New York City Department of Correction visit their website at www.nyc.gov/doc

DOC is offering on-the-spot interviews

***See agency for information about available positions**

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Department of Education (DOE)

The DOE is committed to creating and supporting learning environments that reflect the diversity of New York City. We believe all students benefit from diverse and inclusive schools and classrooms. We strive to welcome and support all students, families, and school staff.

For more information about the New York City Department of Education visit their website at
www.schools.nyc.gov

DOE is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Generalist	Human Resources & Payroll	\$53,961 - \$68,260 (Annual)		Queens
Employee Services Associate	Administrative and Central Office	\$38,235 - \$63,628 (Annual)		Queens
Supervisor	Administrative and Central Office	\$53,961 - \$83,766 (Annual)		Queens

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Job ID: 21409

Business Title: **Generalist**

Division/Work Unit: Division of School Facilities

Proposed Salary Range: **\$53,961 / \$62,055 - \$68,260 (Annual)**

The Office of Human Resources & Payroll (OHRP) oversees human resources and payroll-related processes for over 1,600 employees within DSF in various payroll banks. OHRP teams include People Operations, Special Initiatives, and Payroll Operations. The Human Resources Generalist will support the daily functions of the Office of Human Resources & Payroll (OHRP), including hiring and interviewing staff, supporting payroll operations, benefits, and leave, and enforcing company policies and practices for employees within the assigned portfolio. Performs related work.

Reports to: Senior Generalist, Human Resources & Payroll

Direct Reports: N/A

Key Relationships: Relationships will be fostered with transportation and food service supervisors, office managers, and employees.

RESPONSIBILITIES

- Make connections with community-based organizations to increase community support and to communicate any change in the needs of the student population; maintain computer-based record-keeping systems with community partner information and contacts.
- Attend college career fairs and other community-based events to inform attendees of opportunities and programming available within NYC Schools and DSF.
- Recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborate with departmental managers to understand skills and competencies required for openings.
- Conduct reference checks and employment eligibility verifications and implement new hire orientation and employee recognition programs.
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Assist in maintaining time and attendance records for employees; audit time records, including ensuring the proper documentation and approval of time usage (i.e., annual and sick leave requests and usage); process overtime, deductions, and shift differentials via the mainframe systems.
- Assist in initiating NYCAPS transactions, including resignations, retirements, health leaves, family medical leaves, childcare, educational, worker's compensation, and other leaves designed to formalize absences.

Qualification Requirements:

Minimum

1. A baccalaureate degree from an accredited college and two (2) years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six (6) years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one (1) year of experience as described in "1" above.

Preferred

1. Experience working within human resources, timekeeping, or project coordination teams.
2. Knowledge of the Department of Education systems, e.g., APRL, CPS, EIS, and NYCAPS.
3. Ability to prepare and communicate clear and concise reports; detail-oriented with excellent verbal and written communication skills.
4. Ability to implement the most effective approach based on project needs.
5. Flexibility in managing competing tasks, working independently and as a part of a team.
6. Proficiency in Microsoft Office applications; Trello, Asana, Airtable, and other pertinent project management software.

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Job ID: 14425

Business Title: Employee Services Associate

Division/Work Unit: Division of School Facilities

Proposed Salary Range: \$38,235 / \$43,968 - \$63,628 (Annual)

The Office of Human Resources within the Division of School Facilities manages employee recruitment, retention, applicant processing, work assignments, health benefits and worker's compensation among other Human Resources related functions. The Employee Services Associate maintains time balances and records, researches and resolves time and payroll inquiries on behalf of all employees. Performs related work.

Reports to: Special Assistant, Chief Administrative Officer

Direct Reports: N/A

Key Relationships: Relationships will be fostered with transportation and food service supervisors, office managers and employees.

RESPONSIBILITIES

- Makes connections with community-based organizations to increase community support and to communicate any change in the needs of the student population; maintains computer-based record-keeping systems with community partner information and contacts. Increases and develops relationships with community-based organizations.
- Maintains time and attendance records for employees; audits timecards, including ensuring the proper documentation and approval of time usage (i.e., annual and sick leave request and usage).
- Issues CyberShift cards to new employees and reports clock issues when needed; audits timekeeping records comparing bubble sheet data to clock data.
- Ensures supervisors' approvals through CyberShift and follows up with the CyberShift team regarding issues that arise.
- Tracks and maintains excessive usage of time for sick and annual leave; advises supervisors of employees with poor attendance records and supports supervisors with progressive discipline documentation for absence and attendance issues.
- Processes overtime, deductions, and shift differentials via the mainframe systems.
- Initiates changes of employees' schedules and follows up to ensure that changes were made successfully and reflect payroll records.
- Initiates NYCAPS transactions, including resignations, retirements, health leaves, family medical leaves, child care, educational, worker's compensation, and other leaves designed to formalize absences.
- Researches and resolves payroll inquiries and employment verifications.

Qualification Requirements:

Minimum

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred

- Experience as a timekeeper and familiarity with automated timekeeping systems.
- Knowledge of the Department of Education systems, e.g., APRL, EIS, and NYCAPS.
- Familiarity with Division of School Facilities HR business practices.
- Ability to prepare and communicate clear and concise reports.
- Excellent verbal and written communication skills.
- Ability to implement the most effective approach based on project needs.
- Flexibility in managing competing tasks, working independently and as a part of a team.
- Proficiency in Microsoft Office applications.

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Job ID: 18512

Business Title: **Supervisor**

Division/Work Unit: Division of School Facilities

Proposed Salary Range: **\$53,961 / \$62,055 - \$83,766 (Annual)**

The Supervisor of Payroll Operations is responsible for the supervision and coordination of payroll processing operations; preparing statistical reports on employee pay, timekeeping, vacation, sick, disability, leaves, workers compensation, taxes, terminal leaves, lump sums, and withholding; providing support with direct deposit enrollment; training the team on policies, regulations, and processes. Additionally, the Supervisor assists team members with resolving errors or responding to inquiries. Performs related work.

Reports to: Director, Human Resources & Payroll

Direct Reports: Associates, Assistants, Interns

Key Relationships: Relationships will be fostered with managers, staff, and other agency, city, and community stakeholders.

RESPONSIBILITIES

- Oversees maintenance and auditing of time and attendance records for employees; audits timecards, including ensuring the proper documentation and approval of time usage (i.e., annual and sick leave request and usage).
- Tracks the issuance of CyberShift cards to new employees and reports clock issues when needed; audits timekeeping records comparing bubble sheet data to clock data.
- Audits employee supervisors' approvals through CyberShift and follows up with the CyberShift team regarding issues that arise; facilitates the submission of overtime waivers.
- Tracks and maintains excessive usage of time for sick and annual leave; advises supervisors of employees with poor attendance records and supports supervisors with progressive discipline documentation for absence and attendance issues.
- Manages the processing of overtime, deductions, and shift differentials via the mainframe systems.
- Reviews the changes in employees' schedules and follows up to ensure that changes were made successfully and reflect payroll records.
- Initiates and facilitates the processing of NYCAPS, APRL, and SOLAS transactions, including resignations, retirements, health leaves, family medical leaves, childcare, educational, worker's compensation, and other leaves designed to formalize absences.
- Researches and resolves payroll inquiries and reviews employment verifications; responds to FOIL requests by approving and sharing compiled payroll records; oversees the maintenance of employee record database.
- Initiates and maintains connections with community-based organizations to increase community support and to communicate any change in the needs of the employee population; maintains computer-based record-keeping systems with community partner information and contacts. Increases and develops relationships with community-based organizations.

Qualification Requirements:

Minimum

1. A baccalaureate degree from an accredited college and two (2) years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six (6) years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have a least one (1) year of experience as described in "1" above.

TOP



Job ID: 18512

Business Title: [Supervisor \(Continued\)](#)

Division/Work Unit: Division of School Facilities

Proposed Salary Range: **\$53,961 / \$62,055 - \$83,766 (Annual)**

Preferred

- Supervisory experience in payroll operations.
- Experience using APRL, NYCAPS, Cybershift & SOLAS.
- Community-based experience.
- Experience in business analytics, records management, or systems development.
- Detail oriented; excellent verbal and written communication skills.
- Highly proficient in Microsoft Excel, Microsoft Office Suite, Airtable, Smartsheet, HubSpot, MS Project, or project management software.
- Flexibility in managing competing tasks, working independently, and as a part of a team.

[TOP](#)

Department of Finance (DOF)

The Department of Finance is the central nervous system of New York City government. We collect the revenues that make every city service possible. Public education, police and fire protection, hospitals and healthcare facilities, parks and recreation centers—it all starts with DOF.

If you own a home, drive a car, rent an apartment, or start a business, you will interact with the Department of Finance at some point. We are your partner in city government, here to help you save money when you can and pay it when you must.

For more information about the Department of Finance visit their website at www.nyc.gov/finance

DOF is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Payment Associate	Administration & Human Resources	\$36,390 - \$41,848 (Annual)	1	Citywide
Booking/Records Specialist	Constituent Services & Community Programs	\$36,390 - \$41,848 (Annual)	1	Brooklyn
Operations Coordinator	Constituent Services & Community Programs	\$36,390 - \$41,848 (Annual)	1	Manhattan
Customer Service representative/Cashier	Administration & Human Resources	\$36,390 - \$41,848 (Annual)	4	Citywide
Exemptions Clerical Associate	Clerical / Administrative	\$36,390 - \$41,848 (Annual)	2	Manhattan

TOP

Job ID: N/A

Business Title: Payment Associate

Division/Work Unit: Administration & Planning – Financial Planning/

Proposed Salary Range: \$36,390 / \$41,848* (Annual)

***Salary is for current City employees with 2 years or more of City service.**

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

The Administration and Planning Division is responsible for the management and oversight of administrative and operational services for the agency. This includes the daily management of the Office of Financial Management, the Office of Purchasing and Contracts, the Office of Operational Services, and the Office of Diversity and Inclusion.

Job Description:

The Financial Management, Assigned Counsel Plan Unit, is responsible for paying attorneys and experts and other consultants who submit vouchers for professional services rendered. The Unit compensates these professionals who represent indigent clients pursuant to section 722-c of the County Law in family and criminal matters. Duties of this position will include but are not limited to the following:

- Assist Supervisor in resolving complex attorney/expert issues
- Review and analyze problems presented by vendors and devise pertinent solutions.
- Resolve problems efficiently and contact vendors to inform them of the status within 48 hours.
- Review and process all attorney and expert vouchers.
- Confirm court appearances to the case information in the OCA/UCMS computer database.
- Check hours claimed for each task on the voucher worksheet.
- Correspond with vendors and Family Court jurists and court staff via email, written correspondence, or telephone.
- Check vouchers against ACP system for correct information, review calculation on vouchers and apportionment of percentage, and validate vouchers after review.
- Print, scan, and email family court vouchers to jurists and resent unreturned vouchers per a reprint schedule.
- Assist in logging in vouchers and entering approvals when needed.
- Assist in testing any new applications in ACP and 18B web.

*** 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.

TOP

Job ID: N/A

Business Title: [Booting/Records Specialist](#)

Division/Work Unit: Sheriff - Marshal/Enforcement

Proposed Salary Range: \$36,390 / \$41,848* (Annual)

*Salary is for current City employees with 2 years or more of City service.

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

The New York City Sheriff's Office serves and enforces court mandates, orders of protection, warrants, decrees, and property seizures. Additionally, the Sheriff's Office conducts criminal investigations of real property fraud, tax crimes, and the trafficking of illegal and untaxed tobacco products and synthetic narcotics.

The Office of the Sheriff, Enforcement Unit seeks to hire a responsible, detail-oriented individual to perform the duties regarding the booting, towing and auctioning of vehicles that have outstanding parking violations judgment debt. The individual will receive, review and oversee the preparing of vehicles for auction. The selected individual will respond to inquiries from city marshals, the public and the Sheriff and Department of Finance executive staff regarding booted and towed vehicles. The selected individual will also maintain files regarding vehicle status for historical, legal and operational reasons and provide these files to their supervisor and Sheriff executive staff, as necessary. The candidate will also generate reports regarding vehicle scofflaws, to include the number of vehicles booted, towed, auctioned and the application of funds from vehicle sales.

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[TOP](#)

Job ID: N/A

Business Title: Operations Coordinator

Division/Work Unit: Sheriff - Marshal/Enforcement

Proposed Salary Range: \$36,390 / \$41,848* (Annual)

***Salary is for current City employees with 2 years or more of City service.**

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

The Tax Audit & Enforcement (TA&E) is charged with the audit of all business and excise taxes administered by the City of New York. TA&E also conducts NYC Personal Income Tax and Sales & Use Tax audits within the City of New York. The Enforcement Unit conducts audits of taxpayers who are potentially evading compliance with NYC Tax Law & Rules. City Tax Auditors (CTAs) conduct audits of selected audit candidates in the various administered taxes, with a goal of determining the appropriate tax liability of each taxpayer, applying NYC Law, Rules, and in accordance with NYC policies and procedures

Job Description:

The selected candidate's duties and responsibilities for this position include, but are not limited to:

- Assist supervisor with day-to-day operations.
- Coordinate processing of all incoming mail checks and correspondence received by mail.
- Maintain correspondence tracking system to ensure that all written inquiries are responded to timely.
- Coordinate processing of all incoming mail checks and correspondences received by the units.
- Handle all functions of close cases to and from RQC for processing/filing. Input cases into the database for tracking.
- Handle various interdepartmental inquires and requests from Conciliation and the NYC Law Department.
- Research inquires to ensure the appropriate information, memoranda and correspondences are forwarded accordingly.
- Manage and update the Unit's database tracking schedule maintenance of UTX/CRT/HTX and maintain safeguard and archiving policy procedure for FTI.
- Have a working knowledge and utilize Microsoft office, Excel applications and BTS. May have to research on cases in BTS.
- File and retain closed audit case folders for archiving.
- Performing clerical duties such as handling and distributing office supplies, photocopy, scan, and fax documents. Submit supply requisitions for the unit.
- May serve as the backup receptionist to cover the reception areas.

Preferred Skills:

- Detailed oriented and able to handle multiple projects and assignments.
- Knowledge of MS Word, Excel is required.
- Knowledge of office procedures.
- Excellent written and verbal communication skills.
- Ability to work under pressure and meet deadlines.

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TOP

Job ID: N/A

Business Title: [Customer Service representative/Cashier](#)

Division/Work Unit: Treasury & Payment Services/ Payment Operations

Proposed Salary Range: \$36,390 / \$41,848* (Annual)

***Salary is for current City employees with 2 years or more of City service.**

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

The Treasury and Payment Services Division has over 500 staff and oversees the agency's management of the City's cash balances and its relationships with banking institutions. The division is responsible for the oversight of all City payment websites, the payment processing of tax returns, property recording forms, parking violation programs, and the collection of delinquent accounts. Treasury and Payment Services is also responsible for collecting outstanding violations issued by City agencies and adjudicated by the Environmental Control Board.

Payment Operations is responsible for the processing of payments for property taxes and property related charges for other City agencies, business taxes and excise taxes. The Division is responsible for communicating amounts due, maintaining quality control of Department records, and delivering quality customer service to individuals seeking information on making payments or receiving refunds, performs account adjustments and responds to inquiries from the public relating to refunds.

The New York City Department of Finance is committed to customer service and has Business Centers in all 5 boroughs. Combined, they collect more than \$2B in monies owed to the City. The Department of Finance is also committed to ensuring that customers pay the correct amount.

Job Description

The Clerical Associate Customer Service Reps/Cashiers are the line staff responsible for interfacing with the public and helping them make payments for various fines, such as parking and other tickets, and taxes, including water and property. Responsibilities include:

- Greeting taxpayer/customer and assisting with determining the proper service required and sending them to the proper window for service.
- The Customer Service Representative also assists the customers with providing available options for their issues and to ensure the collection of the proper amount.

Preferred Skills

- Excellent verbal and written communication skills.
- Experience in Customer Service.
- Strong research and analytical skills.
- Demonstrated ability to work independently and ability to multi-task.

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[TOP](#)

Job ID: N/A

Business Title: Exemptions Clerical Associate

Division/Work Unit: Property – Property Exemptions Administration

Proposed Salary Range: \$36,390 / \$41,848* (Annual)

***Salary is for current City employees with 2 years or more of City service.**

NYC Department of Finance (DOF) is responsible for administering the tax revenue laws of the city fairly, efficiently, and transparently to instill public confidence and encourage compliance while providing exceptional customer service.

Property Exemptions Administration (PEA) Office reviews, processes, and manages the applications for all exemptions and abatements that are awarded to commercial properties, industrial properties, residential multi-family construction, new 1-2 family construction, government entities and non-profits, homeowners, and seniors and disabled renters.

Job Description:

We are seeking two (2) qualified individuals to join our team to assist the Administrative & Intake Unit, of the Property Exemptions Administration (PEA) Office, in day-to-day operations. The selected candidate will perform the following duties with some latitude for independent judgment:

- Responsible for the daily intake of correspondence from applicants and other entities in relation to Property Exemptions Administration. This includes USPS mail, email, documents received via courier and inter office correspondence
- Opens time-sensitive mail, date stamps mail, organizes and distributes with proper grouping protocol to the appropriate internal and external parties, including but not limited to Customer Service, Processing Teams and Compliance Units in PEA and Agency's vendor.
- Prepares and maintains reports and tracking sheets to monitor daily correspondence activity
- Using Microsoft Outlook and USPS, sends standardized letters and emails, to the appropriate parties in response to correspondence and inquiries
- Inputs data into various spreadsheets and proprietary database systems (e.g., Microsoft Excel and SharePoint, etc.) accurately and in a timely manner
- Research and update data and information in various in-house and on-line data systems such as the Rent Increase Exemption (RIE) database, Property Tax System (PTS) other agency related databases.
- Uses computerized office equipment as part of daily job duties, including but not limited to copier, printer, scanner, and personal desktop computer
- Respond to emails in a timely manner
- Files and scans confidential paperwork and keeps files secure and in accurate order as required
- Assists with special projects as directed by supervisor or other members of the senior staff, to meet the division's needs and goals

Preferred Skills

- Proficient in Microsoft Office Suite, including Excel, Outlook, and Word; with working knowledge of PowerPoint and SharePoint
- Careful attention to detail and the ability to work productively and independently
- Skilled in data entry with high rate of accuracy and efficiency
- Highly motivated and organized individual
- Some college a plus

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TOP

Department of Health and Mental Hygiene (DOHMH)

With an annual budget of \$1.6 billion and more than 6,000 employees throughout the five boroughs, we're one of the largest public health agencies in the world. We are also one of the nation's oldest public health agencies, with more than 200 years of leadership in the field.

Every day, we protect and promote the health of 8 million New Yorkers. Our work is broad-ranging. You see us in the inspection grades of dining establishments, the licenses dogs wear, the low- to no-cost health clinics in your neighborhood and the birth certificates for our youngest New Yorkers.

We are also behind the scenes with our disease detectives, investigating suspicious clusters of illness. Our epidemiologists study the patterns, causes and effects of health and disease conditions in New York City neighborhoods. These studies shape policy decisions and the City's health agenda.

For more information about the Department of Health and Mental Hygiene visit their website at
<http://www.nyc.gov/doh>

DOHMH is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Clerical Support	Clerical / Administrative	\$19.92 - \$27.50 (Hourly)	1	Bronx
Trainer and Investigator	Administration & Human Resources	\$60,213.00 - \$80,750.00 (Annual)	2	Manhattan

[TOP](#)

Job ID: 580370

Business Title: Clerical Support

Division/Work Unit: Operations

Proposed Salary Range: \$19.92 - \$27.50 (Hourly)

Only permanent employees in the title and those that are reachable on the civil service list are eligible to apply. Established in 1805, the New York City Department of Health and Mental Hygiene (the NYC Health Department) is the oldest and largest health department in the country. Our mission is to protect and improve the health of all New Yorkers, in service of a vision of a city in which all New Yorkers can realize their full health potential, regardless of who they are, how old they are, where they are from, or where they live.

As a world-renowned public health agency with a history of building transformative public health programming and infrastructure, innovating in science and scholarship to advance public health knowledge, and responding to urgent public health crises — from New York City's yellow fever outbreak in 1822, to the COVID-19 pandemic — we are a hub for public health innovation, expertise, and programs, and services. We serve as the population health strategist, and policy, and planning authority for the City of New York, while also having a vast impact on national and international public policy, including programs and services focused on food and nutrition, anti-tobacco support, chronic disease prevention, HIV/AIDS treatment, family and child health, environmental health, mental health, and racial and social justice work, among others.

Our Agency's five strategic priorities, building off a recently-completed strategic planning process emerging from the COVID-19 emergency, are:

- 1) To re-envision how the Health Department prepares for and responds to health emergencies, with a focus on building a "response-ready" organization, with faster decision-making, transparent public communications, and stronger surveillance and bridges to healthcare systems
- 2) Address and prevent chronic and diet-related disease, including addressing rising rates of childhood obesity and the impact of diabetes, and transforming our food systems to improve nutrition and enhance access to healthy foods
- 3) Address the second pandemic of mental illness including: reducing overdose deaths, strengthening our youth mental health systems, and supporting people with serious mental illness
- 4) Reduce black maternal mortality and make New York a model city for women's health
- 5) Mobilize against and combat the health impacts of climate change

Our 7,000-plus team members bring extraordinary diversity to the work of public health. True to our value of equity as a foundational element of all of our work, and a critical foundation to achieving population health impact in New York City, the NYC Health Department has been a leader in recognizing and dismantling racism's impacts on the health of New Yorkers and beyond. In 2021, the NYC Board of Health declared racism as a public health crisis. With commitment to advance anti-racist public health practices that dismantle systems that perpetuate inequitable power, opportunity and access, the NYC Health Department continues to work in and with communities and community organizations to increase their access to health services and decrease avoidable health outcomes.

PROGRAM AND JOB DESCRIPTION:

The New York City Department of Health and Mental Hygiene (DOHMH), a recognized leader and innovator in public health and mental hygiene services, seeks a dynamic Health Services Manager, MI (to serve as Regional Manager to join its challenging, fast-paced Bureau of Operations.

Duties will include but not be limited to:

[TOP](#)

Job ID: 580370

Business Title: Clerical Support

Division/Work Unit: Operations

Proposed Salary Range: \$19.92 - \$27.50 (Hourly)

The Clerical Support will:

- Prepare draft daily facility reports for Facility Manager, and ensure corrective actions are taken.
- Liaise with Facility Manager and assist in walkthroughs for facility inspections at both Morrisania and Tremont District Health Centers
- Monitor Voter registration forms & Public Distribution
- Work with the custodial team to ensure equipment are maintained and adequate supplies are on site
- Oversee and assist with assigning parking spaces to employees in Tremont & Morrisania Parking lot
- Oversee, follow-up and submit Facility Service Requests
- Respond to complaints on behalf of the Facility Manager to ensure satisfaction of program staff and patients
- Assist in Safety & Health training- for Custodial Staff
- Tremont Health Center is designated as one of these sites for Neighborhood Health Action Centers – Facilitating complaints received from the surrounding communities as it pertains to the district health centers.
- Coordinate program needs in the Neighborhood Action Centers in Tremont & Morrisania District Health Centers
- Provide outreach information to Community Groups and visitors to the building
- Assist the Facility Manager with meeting planner schedule internal and external meetings for the Program staff and Community Groups at both Morrisania and Tremont HC
- Respond to questions from the community and direct calls to appropriate programs
- Assist with the distribution and tracking of voter registration forms/ at Morrisania & Tremont Action Centers
- Represent the Facility Manager at monthly planning meeting with the Program staff; ensure that service request and correspondence flow freely between Program staff and Operations staff
- Update all report monthly and annually including Standard Operating Procedures Emergency Evacuation Plans Operations Contact List for District Health Centers
- Work with Facility Manager regarding renovations, and space allotment in the facilities.

Minimum Qual Requirements

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Skills Requirement

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

[TOP](#)

Job ID: 572415

Business Title: Trainer and Investigator

Division/Work Unit: Administration

Proposed Salary Range: \$60,213.00 - \$80,750.00 (Annual)

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The Office of Equal Employment Opportunity (EEO) within the Division of Administration is responsible for investigating claims of discrimination and sexual harassment, processing reasonable accommodation request, and providing EEO related training to agency employees and other workers.

DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:

- Develop classroom and computer-based training which may include training on EEO related case laws, statutes, regulations, and legal guidance.
- Investigate EEO discrimination complaints.
- Interview complainant, respondent and all parties relevant to the complaint related to EEO.
- Prepare final comprehensive investigative report citing facts and relevant case laws, statutes or regulations where necessary in support of a recommendation.
- Process requests for reasonable accommodations.
- Receive, review, and provide consultation concerning reasonable accommodations requests.
- Provide legal research regarding related legal issues that may arise.

Minimum Qual Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in one or more of the fields of accounting, auditing, correction administration, criminal justice administration and planning, forensic science, inspection, investigation, law enforcement, personnel administration, police science, and/or security, or in a major operational area of the agency in which the appointment is to be made; or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to "1" or "2" above.

[TOP](#)



Department of Transportation (DOT)

The New York City Department of Transportation's (NYC DOT) mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

For more information about the Department of Transportation visit their website at www.nyc.gov/dot

DOT is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Clerical Associate Level 4 - SW	Public Safety, Inspections, & Enforcement	\$40,017.00/\$46,019.00-\$62,820.00 (Annual)	2	Manhattan

[TOP](#)



Job ID: 575222

Business Title: Clerical Associate Level 4 - SW

Division/Work Unit: Sidewalk & Inspection Management / Sidewalk Program

Proposed Salary Range: \$40,017.00 - \$62,820.00 (Annual)

***IN ORDER TO BE CONSIDERED FOR THIS POSITION, CANDIDATE MUST BE SERVING PERMANENTLY IN THE TITLE OF CLERICAL ASSOCIATE, OR REACHABLE ON THE CIVIL SERVICE LIST, EXAM# 1190, OR ELIGIBLE UNDER THE 55A PROGRAM ***

The mission of the Sidewalk Program is to support the agency's goal by providing for the safe, efficient, and environmentally responsible movement of people by making sidewalks safe and accessible for all pedestrians.

Under general supervision, the selected candidates will assist with preparing reports and project research. Responsible for performing tasks of a more challenging and time-sensitive nature, which may include assigning work, scheduling clerical support staff hours/task schedules, reviewing and auditing work, and assuring deadlines are met. Perform research to determine property ownership and sidewalk violation processes are correct and accurate, mailing violations, letters, and related materials to property owners and the public. Process sidewalk violations, re-inspections, and cancellation letters by utilizing agency databases. Data entry, scan and file hard copy documents relating to the processing of sidewalk violation processing; accurately respond to customer service inquiries via telephone, correspondences, emails, NYC 311 Dynamics, and walk-in appointments. Perform administrative and clerical-related duties as assigned.

Minimum Qualification Requirements

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Skills Requirement

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Preferred Skills

Preference will be given to candidates that are proficient with data entry and experienced in telephone and written responses to constituent inquiries.

Additional Information

***IN ORDER TO BE CONSIDERED FOR THIS POSITION, CANDIDATE MUST BE SERVING PERMANENTLY IN THE TITLE OF CLERICAL ASSOCIATE, OR REACHABLE ON THE CIVIL SERVICE LIST, EXAM# 1190, OR ELIGIBLE UNDER THE 55A PROGRAM ***

Note: The position is open to qualified persons with a disability who are eligible for the 55-a program. Please indicate in your resume or cover letter that you would like to be considered for the position under the 55-a program.

The City 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.

Residency Requirement

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.

[TOP](#)



NYC Department of Sanitation (DSNY)

The NYC Department of Sanitation (DSNY) keeps New York City clean, safe, and healthy by collecting, recycling, and disposing of waste, cleaning streets, attacking the scourge of illegal dumping, and clearing snow and ice. DSNY collects 24 million pounds of trash, recycling, and compostable material every day. We operate 59 district garages and manages a fleet of more than 2,000 rear-loading collection trucks, 450 mechanical brooms, 705 salt spreaders, and several dozen bike lane operations machines. Under the Adams Administration, DSNY is aggressively cleaning more parts of the City than ever before, including over 1,000 long-ignored areas spread across every neighborhood. With the highest wintertime uniformed headcount in 20 years, we are more equipped than ever to remove snow and ice from the approximately 19,000 lane-miles of city streets.

For more information about the Department of Sanitation visit their website at www.nyc.gov/dsny

DSNY is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Senior Clerical Associate	Clerical / Administrative	\$36.390 - \$58,953	2	Brooklyn

[TOP](#)



Job ID: N/A

Business Title: Senior Clerical Associate

Division/Work Unit: Enforcement

Proposed Salary Range: \$36,390 / \$41,848 - \$58,953 (Annual)

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.

DSNY seeks 5 Clerical Associate for the Enforcement Division. Clerical Associates, under supervision, with a limited latitude for independent judgment, perform clerical work in relation to records, files, invoices and reports using alphabetical and numerical procedures including data/control coding; perform ordinary mathematical calculations; operate a telephone call directory, multi-line phone, or switchboard; perform clerical operations in an assigned area, such as the filing of material and the searching of files for difficult to locate material; prepare reports requiring the selection of data from simple records or statistics; check records for accuracy of information and for conformity with established policy and procedures; perform data entry and retrieval using a personal computer, monitor, video display terminal, or other automated office systems; maintain related library files; may perform incidental typing. All Clerical Associates perform related work.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Residency Requirement

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.

TOP

Department of Social Services (DSS)

The Department of Social Services (DSS) is comprised of the administrative units of the NYC Human Resources Administration (HRA) and the Department of Homeless Services (DHS). Through integrated management for HRA and DHS, client services can be provided more seamlessly and effectively. The City leverages shared services functions across agencies, which results in better day-to-day management and building an integrated mission across agencies.

For more information about the Department of Social Services visit their website at www.nyc.gov/dss

DSS is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Rental Assistance Program / Living IN Communities (LINC) Renewal Unit Worker	Constituent Services & Community Programs			
PC Bank Facilitator	Constituent Services & Community Programs			
Infoline Agents	Constituent Services & Community Programs	\$ 37,748.00 - \$ 43,410.00	31	Queens

[TOP](#)

Job ID: N/A**Business Title: Rental Assistance Program / Living IN Communities (LINC) Renewal Unit Worker****Division/Work Unit: Rental Assistance Program (RAP)Living IN Communities (LINC) Program (RC 2442)****Proposed Salary Range: N/A**

Under supervision of the Renewal Unit Supervisor, with some latitude for independent judgment and decision-making and in accordance with agency policies/procedures and federal/state regulations, reviews eligibility for and recommends renewal of RAP /LINC subsidies for program participants.

This new organizational area is an integral part of the mayor's initiative in preventing and addressing homelessness and housing stability in the City of New York. The Homelessness Prevention Administration (HPA) operates the RAP / LINC. The goal of this program is to facilitate, coordinate and expedite the rapid transition of homeless families from temporary accommodations into permanent housing, as well as prevent a return to homelessness by providing comprehensive aftercare services.¹⁸

HPA/RAP LINC Program is recruiting for eighteen (18) Job Opportunity Specialist to function as RAP / LINC Renewal Workers, who will:

Job Description:

Coordinate the annual renewal of RAP / LINC subsidies for subsidized tenants from the initial outreach to the final determination and notification of the tenant and landlord; completes or coordinates mailing and all other manners of outreach to landlords and tenants.

Review renewal packets, analyzing the contents for adherence to the RAP / LINC renewal guidelines and making preliminary renewal determinations.

Coordinate the renewal re-budgeting process, including document review, budget calculation, tenant notification and subsidy payment adjustments.

Respond to questions from tenants, landlords, aftercare providers, HRA staff, and advocates regarding the RAP / LINC program and renewal process in general and regarding specific cases in need of assistance.

Ensure that after care referrals are made when tenants or landlords in need of assistance with the renewal process.

Enters data regarding outreach, renewal, and outcomes into Agency data systems in a timely and accurate manner. Utilizes multiple Agency and City data systems to retrieve and verify information that is critical to the renewal process.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college; or
2. A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience in social/human services, call centers, customer service, or a related setting performing either:
 - A. Interviewing, determining eligibility for and/or providing client benefits and services; or
 - B. Interviewing, determining eligibility for and/or providing employment planning and counseling services involving job development, skills assessment, and employment placement or other economic opportunity programming.
3. College credit from an accredited college may be substituted for this experience on the basis of 30 semester credits for 6 months of work experience.

TOP

Job ID: N/A**Business Title: PC Bank Facilitator****Division/Work Unit: Outreach Rehousing & Landlord Management****Proposed Salary Range: N/A**

Under direct supervision of the unit Supervisor, with some latitude for independent action and decision making the PC Bank Facilitator provides direction as necessary to complete an ACCESS HRA application submission, legal pre-screen referral for both housing and non-housing related issues. The mission of this pilot in support of the Mayoral goal of reducing and limiting homelessness in NYC, is to significantly increase HRA staff presence in housing court to ensure eligible clients get quick access to financial assistance that will allow them to stay in their homes and legal referrals to protect the housing rights of clients. The goal of this program is to facilitate, coordinate and expedite the completion of Access HRA application submission, referrals for emergency need grant requests, legal pre-screen referral and creating clear expectations for next steps within the process.

HPA/RAP LINC Program is recruiting for six (6) Job Opportunity Specialist to function as PC Bank Facilitators, who will:

Job Description:

Complete legal pre-screen and refer client to on site legal services when determined necessary and eligible.

Interview applicants and assess eligibility for immediate needs grants (food and non-food); for employability and eligibility for public assistance, SNAP and Medicaid; Manage all aspects of the case, including establishing on-going eligibility.

Interview and determine housing needs of tenants at risk of homelessness or already homeless reporting to the Housing Court. Develop anti-eviction/housing plans of intervention for referred participants.

Describe the various services provided by the Agency, as well as the rules and regulations governing the acceptance for the continuance of public assistance and other services; elicits answers and questions in general.

Verify information impacting participants'/clients' eligibility status, including, but not limited to making computer generated clearances. Forward eligibility determination and budget calculations to supervisor for approval.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college; or
2. A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience in social/human services, call centers, customer service, or a related setting performing either:
 - A. Interviewing, determining eligibility for and/or providing client benefits and services; or
 - B. Interviewing, determining eligibility for and/or providing employment planning and counseling services involving job development, skills assessment, and employment placement or other economic opportunity programming.
3. College credit from an accredited college may be substituted for this experience on the basis of 30 semester credits for 6 months of work experience.

[TOP](#)

Job ID: 551562

Business Title: Infoline Agents

Division/Work Unit: Constituent Services-NM

Proposed Salary Range: \$37,748.00 - \$ 43,410.00 (Annual)

Infoline is HRA's telephone service center, which provides information on HRA's programs to the general public. Infoline uses both an Interactive Voice Response System (IVRS) and live telephone agents who speak to callers directly and are able to provide case specific information. Constituents can call the Infoline telephone service line for information on all HRA programs, including how to apply, emergency assistance, Fair Fares, office locations and case status.

Infoline is recruiting for thirty-one (31) Eligibility Specialist II's to function as Infoline Agents; who will:

- Respond to telephone inquiries from the general public and clients by providing information, including but not limited to eligibility criteria, site locations, phone numbers, program descriptions and benefit status.
- Screen calls and perform a preliminary assessment of callers' needs to determine whether a caller can be serviced by the core information line or s/he requires additional assistance. Refers callers to appropriate programs.
- Data enter caller information, which generates a letter in the clerical support unit, to be sent with applications, informationals and/or pamphlets to the caller, or is forwarded to a program area for action.
- Enter/update/retrieve information on an electronic information storage system by operating control consoles/keyboards/other, in order to facilitate clearance/search/verification/other operations.
- Access/update/retrieve information from manual files/sources, in order to facilitate clearance/search/verification/other operations.
- Involve a supervisor and/or Crisis Consultant in calls related to emergency or life-threatening situations.
- Initiate and/or complete paperwork as required.
- Prepare periodic activity reports.

Minimum Qual Requirements

1. Completion of 60 semester credits at an accredited college; or
2. A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience in one or more of the following areas; performing the work described below:
 - A. Interviewing, gathering information and/or preparing necessary documentation for the purpose of making decisions concerning eligibility for public assistance or unemployment, health benefits, social security, casualty, property or liability insurance, or other similar benefits; or
 - B. Performing bookkeeping, bank teller duties, housing office teller duties, purchasing agent, assistant store manager, sales representative responsible for accounts, or customer service representative responsible for making determinations; or
 - C. Dealing with social service agencies or aiding individuals in solving housing, social, financial or health problems as a community organization representative; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for the experience in "2" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must have at least a four year high school diploma or its educational equivalent.

Special Note

Work experience which provides only incidental opportunities to perform the job duties as described in "2a", "2b" and "2c" above are not acceptable for meeting the minimum qualification requirements.

Examples of unacceptable work experience include, but are not limited to, experience as a token clerk, check-out clerk, sales clerk, teacher's aide, cashier, receptionist or secretary.

Residency Requirement

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.

[TOP](#)

NYC Health + Hospitals (H + H)

NYC Health + Hospitals is the nation's largest municipal health care delivery system in the United States dedicated to providing the highest quality health care services to all New Yorkers with compassion, dignity and respect, and regardless of immigration status or ability to pay.

We are an integrated network of hospitals, community-based health centers, long-term care and rehabilitation facilities, home care services, correctional health services and a health plan, MetroPlus. Our diverse team of health care professionals – 45,000 strong – provide culturally responsive care to more than one million patients every year in more than 70 patient care locations across the five boroughs of New York City.

For more information about the NYC Health + Hospital (H + H) visit their website at
www.nychealthandhospitals.org

H + H is offering on-the-spot interviews

***See agency for information about available positions**

TOP



NYC Department of Housing Preservation & Development (HPD)

The NYC Department of Housing Preservation & Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health
- We create opportunities for New Yorkers through housing affordability
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of *Housing Our Neighbors: A Blueprint for Housing and Homelessness*, Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed \$5 billion in new capital funding, bringing the 10-year planned investment in housing to \$22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

For more information about the NYC Department of Housing Preservation and Development visit their website at www.nyc.gov/hpd

HPD is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Constituent Services Coordinator	Constituent Services & Community Programs	\$54,100 - \$62,215 (Annual)	23	Manhattan
Building Coordinator	Constituent Services & Community Programs	\$54,100 - \$62,215 (Annual)	22	Manhattan
Payment Liaison - Office of Fiscal Affairs/Accounts Payable	Finance, Accounting, & Procurement	\$54,100.00 - \$62,215.00 (Annual)	3	Manhattan
Records Management Liaison for the Division of Fiscal Affairs	Finance, Accounting, & Procurement	\$54,100.00 - \$62,215.00 (Annual)	2	Manhattan
Payment Liaison for the Division of Fiscal Affairs/Central Administration	Finance, Accounting, & Procurement	\$54,100.00 - \$62,215.00 (Annual)	1	Manhattan
Payment Analyst for the Division of Fiscal Affairs	Finance, Accounting, & Procurement	\$54,100.00 - \$62,215.00 (Annual)	1	Manhattan

[TOP](#)



Housing Preservation & Development

Job ID: 580826

Business Title: Constituent Services Coordinator

Division/Work Unit: Division of Housing Supervision

Proposed Salary Range: \$54,100 - \$62,215 (Annual)

Your Team

The Office of Asset and Property Management (APM) leads the agency's effort to protect the City's investment in affordable housing and ensure that properties remain stable and affordable over the long-term. APM actively monitors the performance and regulatory compliance of projects sponsored, supervised, and owned by the City, and connects people to affordable housing opportunities.

The Office of Asset and Property Management (APM) is composed of five divisions, which includes the Divisions of Asset Management, Property Management & Client Services, Housing Supervision, Housing Opportunities & Program Services, and Co-op Readiness & Technical Services.

The Division of Housing Supervision oversees a large and heavily regulated portfolio of residential properties and units, notably the approximately 45,000 units in 94 properties that comprise the Mitchell-Lama portfolio. Housing Supervision is committed to ensuring that all properties in its portfolio are safe, habitable, and affordable for current and future residents.

Constituent Service Coordinators (CSCs) are the touchpoint for many of the Mitchell-Lama program's key public stakeholders, including elected or appointed officials, Board members, applicants, and current Mitchell-Lama residents. CSCs may also be responsible for processing applicants for the Senior Citizen Rent Increase Exemption (SCRIE) and Section 8 subsidies. Under the leadership of the Director of Constituent Services, CSCs use a combination of standard tools and procedures, sound judgment and problem-solving, and techniques for quality customer interaction to prioritize, resolve, and develop responses to constituent requests.

Your Impact

Mitchell-Lama developments are an important source of affordable housing for low to moderate New Yorkers. Mitchell-Lamas are privately owned but heavily subsidized and heavily regulated. As a Constituent Services Coordinator for the Division of Housing Supervision, you will help protect this important resource by keeping New Yorkers informed and aware of the M-L program and all it entails.

Your Role

Your role as a Constituent Services Coordinator will be to ensure our stakeholders receive the answers to their inquiries in a timely fashion and help them maneuver through the complex Mitchell-Lama program by advising/informing them of the resources needed.

Key responsibilities

1. Report to the Director of Constituent Services in handling the SCRIE program and corresponding with elected officials and the public concerning Mitchell-Lama requests in a timely manner
2. Ability to effectively handle a given set of external requests responding through written and verbal communications with professionalism and consistency in a timely manner
3. SCRIE program application processing and processing of recertifications
4. Section 8 Application Processing
5. Prioritize and flag key issues for the Director of Constituent Services

Preferred skills

- Understanding of the Mitchell-Lama Rules and knowledge of the Mitchell-Lama developments and their operations, including property management, compliance requirements and admission standards
- Strong verbal, written and communication skills
- Team player with an ability to work with others in resolving problems

NOTE: Only those candidates under consideration will be contacted. **NYC residency required.**

TOP



Housing Preservation & Development

Job ID: 580924

Business Title: Building Coordinator

Division/Work Unit: Division of Co-op Readiness & Technical Services (CRTS)

Proposed Salary Range: \$54,100 - \$62,215 (Annual)

Your Team:

The Office of Asset and Property Management (APM) leads the agency's effort to protect the City's investment in affordable housing and ensure that properties remain stable and affordable over the long-term. APM actively monitors the performance and regulatory compliance of projects sponsored, supervised, and owned by the City, and connects people to affordable housing opportunities.

The Office of Asset and Property Management (APM) is composed of five divisions, which includes the Divisions of Asset Management, Property Management & Client Services, Housing Supervision, Housing Opportunities & Program Services, and Co-op Readiness & Technical Services.

The Division of Co-op Readiness & Technical Services (CRTS) oversees three (3) programs within the Office of Asset and Property Management (APM). The programs are the Tenant Interim Lease (TIL) program which trains and assists tenant associations in city-owned buildings to develop economically self-sufficient low-income cooperatives; the Technical Services program, which provides technical resources to the divisions within APM; and the newly formed Lead Unit which is responsible for assuring lead-safety in city-owned buildings within APM.

Your Impact:

As a Building Coordinator in the TIL program, you will be responsible for monitoring a portfolio of Tenant Associations ("TA") to ensure program compliance including rent collection, repairs and maintenance, financial reporting, monitoring elections, coordinating relocation activities and active participation in trainings and workshops.

Your Role:

Your role as a Building Coordinator will be to serve as the liaison between the TIL program and the TAs and are responsible for monitoring the TAs officers who act as property managers on behalf of HPD.

Your Responsibilities:

Carry a portfolio of 10-15 TAs and will be responsible for monitoring and providing technical assistance to ensure program compliance.

Report and coordinate resolution of emergency repair issues reported by tenants with relevant TIL staff, including outreach to tenants to confirm conditions, arrange and follow up on inspections and repairs, and if required coordinate building vacate orders for safety concerns.

Maintain and communicate TA information on the TIL portfolio including TA board members, TA meetings, occupancy levels, building conditions, repair activities and other field operations information with other staff in the TIL program to ensure program has up-to-date information.

Conduct site visits regularly to the buildings in assigned portfolio to meet with the TA and tenants and to assess and report on building conditions, including conducting roof-to-cellars inspections, and creating building repair and maintenance reports.

Work with TAs to meet municipal regulations for property managers including coordinating lead and occupancy surveys, multiple dwelling registrations, addressing departmental violations, e.g., from Department of Buildings (DOB), Department of Sanitation (DNSY) etc.

Undertake TIL program initiatives with TAs including, assisting with relocation activities, utility account monitoring, ensuring TAs have valid boiler and elevator contracts, and regularly inspecting and collecting vacant unit keys.

Complete a variety of reporting including, compliance reports, site visit reports, field reports, inspection reports, meeting notes, board election results, attendance sheets and other reporting as required.

Attend meetings with TAs that typically take place in evening hours, at building premises.

Perform other duties as assigned by supervisors.

TOP



Housing Preservation & Development

Job ID: N/A

Business Title: Building Coordinator (Continued)

Division/Work Unit: Division of Co-op Readiness & Technical Services (CRTS)

Proposed Salary Range: \$54,100 - \$62,215 (Annual)

Preferred skills:

Minimum 3 years of property management and building maintenance experience.

Professional and effective interpersonal communication skills, including conflict resolution and management.

Excellent time management skills and the ability to prioritize tasks in accordance with program objectives.

Must be computer literate including demonstrated proficiency in MS Outlook, MS Word, MS Excel.

Familiarity with HPDInfo and violation tracking systems for DOB, DOHMH, DSNY, DEP, etc. a plus

Fluency in Spanish language a plus.

* This is a field position that requires daily travel throughout the City of New York via public transportation.

* This position requires evening and/or weekend hours during emergencies.

TOP



Housing Preservation & Development

Job ID: 577833

Business Title: Payment Liaison - Office of Fiscal Affairs/Accounts Payable

Division/Work Unit: Accts Payable

Proposed Salary Range: \$54,100.00 - \$62,215.00 (Annual)

Your Team:

The Office of Financial Management (OFM) is charged with the planning and management of the agency's resources and advises the Commissioner and senior team on how to improve efficiency and allocate funding to carry out HPD's mission. OFM is comprised of the Budget, Capital Planning, and Fiscal Affairs. These three divisions, work in conjunction to provide centralized support, consultation, and oversight on a broad range of financial issues for the entire agency. Fiscal Affairs leads the agency's effort to process the agency's accounts payable and receivables (including the payment of Section 8 vouchers), for the reliability of financial reporting, develops and negotiates the agency's expense, revenue and capital budgets and allocates these resources throughout the agency.

Your Impact:

The Fiscal Accounts Payable Unit is responsible for processing all payments to vendors for goods and services rendered to HPD. The unit ensures all accounting practices conform to the NYC Comptroller's Directives, federal standards, New York City Charter, and The Procurement Policy Board Rules Prompt Payment Guidelines.

Your Role:

You will play an integral part of the payment process to ensure that all vendor payments are paid in a timely manner. You will serve to help maintain a smooth workflow avoiding any backlogs. Duties and responsibilities of the selected candidate will include but not limited to the following:

1. Review ERP invoice/requisition package to ensure that it includes proper supporting documentation.
2. Check the NYC Financial Management System (FMS) to ensure that there are sufficient available CD funds encumbered against the contract's accounting/commodity lines
3. Approve the ERP payment invoice/requisition and create and process a voucher against CD funds in the HPDINFO payment system
4. Ensure that the payment vouchers are accepted in FMS and that the remittance is proper (check or EFT) and processed in a timely manner
5. With latitude for independent judgement, identify and resolve issues with appropriate ERP staff Answer all inquiries in a timely and efficient manner
6. Track the payment history of the ERP invoices

Minimum Qualification Requirements

1. 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
2. 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
3. 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.

Preferred Skills

- Highly organized with ability to handle multiple priorities and deliver assignments on time - Must be hands on, disciplined, and detail oriented with ability to work independently in a high-volume environment
- Must have accounts payable experience
- Must be able to multitask
- Experience in use of HPDInfo (Agency Legacy System) and the City's Financial Management System (FMS) are a plus

Residency Requirement

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. [**TOP**](#)



Housing Preservation & Development

Job ID: 577839

Business Title: Records Management Liaison for the Division of Fiscal Affairs

Division/Work Unit: Accts Payable

Proposed Salary Range: \$54,100.00 - \$62,215.00 (Annual)

Your Team:

The Office of Financial Management (OFM) is charged with the planning and management of the agency's resources and advises the Commissioner and senior team on how to improve efficiency and allocate funding to carry out HPD's mission. OFM is comprised of the Budget, Capital Planning, and Fiscal Affairs. These three divisions, work in conjunction to provide centralized support, consultation, and oversight on a broad range of financial issues for the entire agency. Fiscal Affairs leads the agency's effort to process the agency's accounts payable and receivables (including the payment of Section 8 vouchers), for the reliability of financial reporting, develops and negotiates the agency's expense, revenue and capital budgets and allocates these resources throughout the agency.

Your Impact:

The Fiscal Accounts Payable Unit is responsible for processing all payments to vendors for goods and services rendered to HPD. The unit ensures all accounting practices conform to the NYC Comptroller's Directives, federal standards, New York City Charter and The Procurement Policy Board Rules Prompt Payment Guidelines.

Your Role:

Your role as the Records Management Liaison will be to work in the Fiscal Records Management Unit and is responsible for the custody and care of all Fiscal Emergency Repair Program (ERP) vouchers and other ERP payment documents submitted to the Records Maintenance Unit, as it relates to Community Development Block Grant Funds. The Records Management unit receives approximately sixty-thousand payment invoices/vouchers annually at a cost exceeding five-hundred million dollars. Your responsibilities will include but not limited to the following:

Make copies of or scan voucher packages for the review of various Oversight Agencies and other Departments, including the NYC Comptroller's Office related to the Accrual process

Access various computerized databases to track and retrieve voucher information, as well as to generate ad hoc reports related to ERP payments File and maintain ERP voucher packages

Prepare voucher packages for Archiving into City Storage

Retrieve or request the retrieval of voucher packages either from in-house or City Storage as required for Legal, Freedom of Information Law, Audit Research or other requests

As required, pick up checks from the NYC Comptroller's Office, that were requested to be held by HPD

Minimum Qualification Requirements

1. 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
2. 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
3. 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.

Preferred Skills

- To be able to lift file boxes approximately 35lbs. or more Highly organized with ability to handle multiple priorities and deliver assignments on time
- Must be hands on, disciplined, and detail oriented with ability to work independently in a high-volume environment
- Experience in use of HPDInfo (Agency Legacy System) and the City's Financial Management System (FMS) are a plus

Residency Requirement

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.

TOP



Housing Preservation & Development

Job ID: 577839

Business Title: Records Management Liaison for the Division of Fiscal Affairs (Continued)

Division/Work Unit: Accts Payable

Proposed Salary Range: \$54,100.00 - \$62,215.00 (Annual)

Additional Information

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program. In addition, the Department of Housing Preservation & Development offers competitive salaries and the following benefits: Generous Pension Plans (The New York Employees' Retirement System); 401(k) and Roth 457(k) Retirement Savings Programs; U.S. Savings Bonds Flexible Spending Program; Health Benefits, Dental, Vision Coverage, Prescription Drug Program; Training and Professional Development; Opportunity for Scholarship; College Savings Program; Paid Holidays and Generous Annual Leave. HPD's vision is to promote strength and diversity in our workforce and an inclusive and equitable work environment.

TOP



Housing Preservation & Development

Job ID: 577004

Business Title: Payment Liaison for the Division of Fiscal Affairs/Central Administration

Division/Work Unit: Accts Payable

Proposed Salary Range: \$54,100.00 - \$62,215.00 (Annual)

Your Team:

The Office of Financial Management (OFM) is charged with the planning and management of the agency's resources and advises the Commissioner and senior team on how to improve efficiency and allocate funding to carry out HPD's mission. OFM is comprised of the Budget, Capital Planning, and Fiscal Affairs. These three divisions, work in conjunction to provide centralized support, consultation, and oversight on a broad range of financial issues for the entire agency. Fiscal Affairs leads the agency's effort to process the agency's accounts payable and receivables (including the payment of Section 8 vouchers), for the reliability of financial reporting, develops and negotiates the agency's expense, revenue and capital budgets and allocates these resources throughout the agency.

Your Impact:

The Fiscal Accounts Payable Unit is responsible for processing all payments to vendors for goods and services rendered to HPD. The unit ensures all accounting practices conform to the NYC Comptroller's Directives, federal standards, New York City Charter and The Procurement Policy Board Rules Prompt Payment Guidelines.

Your Role:

You will play an integral part of the payment process to ensure that all vendor payments are paid in a timely manner. You will serve to help maintain a smooth workflow avoiding any backlogs. Duties and responsibilities will include but not limited to the follow:

Process all AOTPS and some programmatic procurements and contract actions for assigned program units from request to registration, contingent upon procurement type.

Process contract amendments, renewals, and extensions.

Perform contracting functions in the City's Financial Management System (FMS), PASSPort, Office of Citywide Procurement (OCP) portal and internal agency purchasing systems.

Ensure contracts are processed according to citywide procurement policies and oversight rules, including all pertinent Local Laws, NYC Procurement Policy Board (PPB) Rules, and Comptroller's Directives as directed by HPD's Agency Chief Contracting Officer.

Manage communication relationships with HPD Fiscal's upper management team, program staff, and vendors ensuring timely updates and response to inquiries.

Ensure that the procurement process is tracked and documented from bid to registration. –

Complete job responsibilities in a professional manner, resolve requests, and assist all levels of agency staff as needed.

Special projects and other duties as assigned.

Minimum Qualification Requirements

1. 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
2. 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
3. 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.

Preferred Skills

Highly organized with ability to handle multiple priorities and deliver assignments on time - Must be hands on, disciplined, and detail oriented with ability to work independently in a high-volume environment - Must have accounts payable experience

Must be able to multitask

Experience in use of HPDInfo (Agency Legacy System) and the City Financial Management System (FMS) are a plus

TOP



Housing Preservation & Development

Job ID: 577004

Business Title: Payment Liaison for the Division of Fiscal Affairs/Central Administration (Continued)

Division/Work Unit: Accts Payable

Proposed Salary Range: \$54,100.00 - \$62,215.00 (Annual)

Residency Requirement

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.

Additional Information

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program. In addition, the Department of Housing Preservation & Development offers competitive salaries and the following benefits: Generous Pension Plans (The New York Employees' Retirement System); 401(k) and Roth 457(k) Retirement Savings Programs; U.S. Savings Bonds Flexible Spending Program; Health Benefits, Dental, Vision Coverage, Prescription Drug Program; Training and Professional Development; Opportunity for Scholarship;

College Savings Program; Paid Holidays and Generous Annual Leave. HPD's vision is to promote strength and diversity in our workforce and an inclusive and equitable work environment.

[TOP](#)



Housing Preservation & Development

Job ID: 544990

Business Title: Payment Analyst for the Division of Fiscal Affairs

Division/Work Unit: Accts Payable

Proposed Salary Range: \$54,100.00 - \$62,215.00 (Annual)

The Office of Financial Management leads the agency's effort to process the agency's accounts payable and receivables, for the reliability of financial reporting, develops and negotiates the agency's expense, revenue and capital budgets and allocates these resources throughout the agency. The Office of Financial Management is composed of two divisions: Budget Fiscal Affairs As a payment Analyst for the Division of Fiscal Affairs, you will provide for the continuance of timely Emergency Repair Program (ERP) Payments in accordance with the NYC Procurement Policy Board Rules Prompt Payment Guidelines. You will coordinate with HPD Program Offices to process ERP Payments as it relates to Community Development (CD) Block Grant Funds via the HPDInfo System. Your responsibilities will include but not be limited to the following:

- Review the ERP invoice/requisition package to ensure that it includes proper supporting documentation
- Check the NYC Financial Management System (FMS) to ensure that there are sufficient available CD funds encumbered against the contract's accounting/commodity lines
- Approve the ERP payment invoice/requisition and create and process a voucher against CD funds in the HPDINFO payment system
- Ensure that the payment vouchers are accepted in FMS and that the remittance is proper (check or EFT) and processed in a timely manner
- With latitude for independent judgement, identify and resolve issues with appropriate ERP staff Answer all inquiries in a timely and efficient manner
- Track the payment history of the ERP invoices

Minimum Qualification Requirements

1. 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
2. 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
3. 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.

Preferred Skills

Excellent verbal and written communication skills Must be hands-on, disciplined and detail oriented with the ability to work independently Highly organized with the ability to manage competing priorities and to deliver assignments in a timely manner Experience in the use of HPDInfo (Agency Legacy System), Access and FMS are a plus

Additional Information

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.

Residency Requirement

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.

TOP



New York City Housing Authority (NYCHA)

The New York City Housing Authority (NYCHA), the largest public housing authority in North America, was created in 1935 to provide decent, affordable housing for low- and moderate-income New Yorkers. NYCHA is home to roughly 1 in 16 New Yorkers across over 177,569 apartments within 335 housing developments through public housing, Section 8, and PACT/RAD programs. NYCHA serves over 339,900 residents in 162,143 apartments within 277 housing developments through the conventional public housing program (Section 9). NYCHA also serves 29,789 authorized residents in 15,426 units within 58 developments that have been converted under the Permanent Affordability Commitment Together (PACT) program. In addition, NYCHA connects residents to opportunities in financial empowerment, business development, career advancement, and educational programs. With a housing stock that spans all five boroughs, NYCHA is a city within a city. [View NYCHA's 2022 Fact Sheet](#).

You can also follow us on social media – we're on [Facebook](#), [Twitter](#), [Linkedin](#), [Instagram](#), and [YouTube](#)!

For more information about the New York City Housing Authority visit their website at www.nyc.gov/nycha

NYCA is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Heating Management Services Dept. HMSD	Public Safety, Inspections, & Enforcement	\$62,598.24/\$65,062.08-\$65,062.08 (Annual)	60+	
Housing Exterminator (Ha)	Public Safety, Inspections, & Enforcement	\$33,558.00/\$37,919.00-\$54,820.00 (Annual)	14	
Plasterer	Public Safety, Inspections, & Enforcement	\$48.27 (Hourly)	17	Manhattan

[TOP](#)



Job ID: N/A

Business Title: Heating Management Services Dept. HMSD

Division/Work Unit: Heating Mgmt & Svcs Department

Proposed Salary Range: \$62,598.24/\$65,062.08-\$65,062.08 (Annual)

Job Description

1. Responsible for the monitoring and repair of all heat and hot water related equipment in a boiler room, tank room and associated peripheral equipment such as pumps, motors, valves and the like to ensure continuous heat and hot water service is provided to residents in accordance with regulatory agency mandates. Serve as first responder to all heat and hot water related complaints made by or on behalf of residents; report and keep records of all work performed daily and provide this information to immediate supervisors.
2. Responsible for the operation of boiler plant, which includes safety checks, fuel readings (gas/oil), feed water readings, minor repairs and adjustments to burners and boilers.
3. Perform daily testing of chemicals make-up of boiler feed water on each boiler; daily checking of all tank rooms and hot water units, which includes taking readings and making minor repairs to equipment in tank rooms.
4. Troubleshoot and make needed repairs to boilers, burners and related equipment.
5. Respond to all hot water and heat complaints made by residents: daily checking of developments house pumps and taking readings.
6. Prepare boilers for annual inspections, which consist of cleaning both water and steam side of boilers, disassembling and cleaning of mechanical safeties and burners; re-assembling boilers and burners after inspections are complete; prepare all development hot water units for annual inspection and cleaning; re-assembling and filling of hot water units after inspections are completed.
7. Conduct annual summer overhaul of developments' vacuum tanks, and F&T traps, which consist of testing and repairing vacuum tanks, motor pumps, servicing of all F&T traps and cleaning of all steam and return drip lines.
8. Receive all fuel oil deliveries; prepare several daily reports (tank Room, Boiler Room Fuel Oil, feed water Etc.)

NOTE: IF THIS APPOINTMENT IS MADE ON A PROVISIONAL BASIS PURSUANT TO §65 OF THE NYS CIVIL SERVICE LAW, NO TENURE OR PERMANENCE ACCRUES TO AN INCUMBENT IN THIS POSITION BY VIRTUE OF SUCH APPOINTMENT.

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program. For detailed information regarding the 55-a Program, please visit the link below:

http://www.nyc.gov/html/dcasa/downloads/pdf/psb/100_1.pdf

Minimum Qualification Requirements

1. Three years of full-time satisfactory experience as a mechanic, journeyperson or helper in the electrical trades, the mechanical trades, or the construction or maintenance of buildings; or
2. At least two years of full-time satisfactory experience as described in "1" above plus sufficient full-time training or education in the electrical, mechanical or construction trades in a trade school, technical school or vocational high school to make up the equivalent of three years of acceptable experience. Six months of experience will be credited for each year of full-time acceptable training or education.

Please read this posting carefully to make certain you meet the qualification requirements before applying to this position

[TOP](#)



Job ID: N/A

Business Title: Heating Management Services Dept. HMSD (Continued)

Division/Work Unit: Heating Mgmt & Svcs Department

Proposed Salary Range: \$62,598.24/\$65,062.08-\$65,062.08 (Annual)

Additional Information

1. For NYCHA employees, these positions are open as promotional opportunities only. They are not open on a direct transfer (lateral) basis.
2. For NYCHA employees, preference will be given to employees who have served a period of one year in their current title and level (if applicable).
3. NYCHA residents are encouraged to apply.

Residency Requirement

NYCHA has no residency requirements.

[TOP](#)



Job ID: 570789

Business Title: Housing Exterminator (HA)

Division/Work Unit: Pest Management

Proposed Salary Range: \$33,558.00/\$37,919.00-\$54,820.00 (Annual)

Job Description

Under the supervision and direction of an Exterminator Supervisor, selected candidate will abate emergencies and adhere to the scheduled extermination needs for residents and public spaces. The duties will include but are not limited to the following:

1. Prepare for PHAS and corrects PHAS deficiencies.
2. Treat move-outs, public spaces, grounds, community centers, management and other NYCHA offices.
3. Perform yearly catch basin treatment for West Nile Virus.
4. Provide special treatment to combat fleas, ticks, maggots, and bed bugs.
5. Respond to HPD violations, Board of Health citations and court orders.
6. Respond to CCC scheduled appointments for extermination.

Note: Assignments will be made throughout the five boroughs.

NOTE: IF THIS APPOINTMENT IS MADE ON A PROVISIONAL BASIS PURSUANT TO §65 OF THE NYS CIVIL SERVICE LAW, NO TENURE OR PERMANENCE ACCRUES TO AN INCUMBENT IN THIS POSITION BY VIRTUE OF SUCH APPOINTMENT.

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program. For detailed information regarding the 55-a Program, please click on the link below:

http://www.nyc.gov/html/dcasa/downloads/pdf/psb/100_1.pdf

Minimum Qualification Requirements

A valid certificate as a Certified Commercial Pesticide Applicator for Industrial, Institutional, Structural and Rodent Control (7A) issued by the New York State Department of Environmental Conservation. This certificate must be maintained for the duration of employment.

License Requirement

For appointment to certain positions, at the time of appointment eligibles must possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

Additional Information

LICENSE REQUIREMENT(S):

A license for structural, 7F license for food processing and a Category 8 for larvacide.

1. For NYCHA employees, these positions are open as a promotional opportunity and on a direct transfer (lateral) basis.
2. For NYCHA employees, preference will be given to employees who have served a period of one year in their current title and level (if applicable).
3. NYCHA residents are encouraged to apply.

Please read this posting carefully to make certain you meet the qualification requirements before applying to this position

TOP



Job ID: 548419

Business Title: Plasterer

Division/Work Unit: Manhattan Property Management

Proposed Salary Range: \$48.27 (Hourly)

Job Description

Under supervision, prepare and apply plastering materials to interior and exterior surfaces; perform related work. Examples of typical tasks include:

1. Prepare and apply all plastering materials which include; Fireproofing, Soundproofing, and all types of Cement Stucco, E.I.F.S. Stucco, etc.
2. Using a hawk and trowel, apply plastering materials to walls, ceilings, piers and columns.
3. Plaster partition walls and patch plaster walls with limited areas of damage.
4. Tape sheet rock and repair damaged sheet rock walls.
5. Set up and work on scaffolds.
6. Perform work in accordance with plans and specifications.
7. Maintain records.
8. Supervise assigned personnel.

Note: Travel to Developments within assigned neighborhood is a requirement, with the frequency determined by the Neighborhood Administrator. This position will cover Neighborhood #2, which includes: Baruch, Gompers and Wald.

NOTE: IF THIS APPOINTMENT IS MADE ON A PROVISIONAL BASIS PURSUANT TO §65 OF THE NYS CIVIL SERVICE LAW, NO TENURE OR PERMANENCE ACCRUES TO AN INCUMBENT IN THIS POSITION BY VIRTUE OF SUCH APPOINTMENT

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program. For detailed information regarding the 55-a Program, please click on the link below:

http://www.nyc.gov/html/dcasa/downloads/pdf/psb/100_1.pdf

Minimum Qualification Requirements

Education and Experience Requirements: By the last day of the Application Period you must have:

(1) Five years of full-time satisfactory experience as a plasterer; or

(2) At least three years of full-time satisfactory experience as a plasterer, plus sufficient fulltime experience as a plasterer's apprentice, or training of a relevant nature acquired in a technical school or trade school or vocational high school approved by a State's Department of Education or a recognized accrediting organization, to make up the equivalent of five years of acceptable experience. Six months of acceptable experience will be credited for each year of apprentice experience or approved trade or vocational high school training.

Please read this posting carefully to make certain you meet the qualification requirements before applying to this position

TOP



Job ID: 548419

Business Title: Plasterer

Division/Work Unit: Manhattan Property Management

Proposed Salary Range: \$48.27 (Hourly)

Additional Information

1. For NYCHA employees these positions are open as a promotional opportunity only. They are not open on a direct transfer (lateral) basis.
2. For NYCHA employees, preference will be given to employees who have served a period of one year in their current title and level (if applicable).
3. Candidates will be required to take and pass a practical exam. During the practical exam candidates will be required to apply a hard trowelled plaster finish on two walls and ceiling of a plastering booth. Booth must be finished to the designated size void of any imperfections. Candidates will also be required to make the walls and ceiling straight and true with three finished corners. Candidates are to wear a full Plasterer's uniform; and have a full set of plaster tools. Duration of the Practical Exam will be 2 hours and 30 minutes.
4. NYCHA residents are encouraged to apply.

Note: Failure to wear appropriate uniform, bring tool bag, finish exam and/or complete assigned booth as specified may impact your exam score.

Residency Requirement

NYCHA has no residency requirements.

[**TOP**](#)



NYC Parks

NYC Department of Parks and Recreation (PARKS)

NYC Parks is an award-winning city agency that builds and cares for public spaces for New Yorkers to connect, play and enjoy. These public spaces, encompassing over 5,000 properties and 14% of the city's land and 31% of the city's coastline, include seawalls and waterfronts, pedestrian bridges, beaches and boardwalks, parks and playgrounds, historic houses, recreation centers and pools.

For more information about the NYC Department of Parks and Recreation visit their website at www.nyc.gov/parks

PARKS is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
City Park Worker	Constituent Services & Community Programs	\$18.17 - \$20.90 (Hourly)	TBD	Staten Island
Seasonal Gardener	Constituent Services & Community Programs	\$20.79 (Hourly)	5	Manhattan
Associate Park Service Worker	Constituent Services & Community Programs	\$21.76 (Hourly)	TBD	Brooklyn

[TOP](#)



NYC Parks

Job ID: 576545

Business Title: City Park Worker

Division/Work Unit: Staten Island

Proposed Salary Range: \$18.17 - \$20.90 (Hourly)

Join NYC Parks this spring and summer for a rewarding job caring for and maintaining parks, playgrounds and recreation centers for all New Yorkers.

From the iconic Central Park to neighborhood playgrounds, we own and operate some of the most spectacular green

spaces in the world. NYC Parks is the steward of over 30,000 acres of land – 14% of New York City. We operate more than

800 athletic fields and nearly 1,000 playgrounds, 1,800 basketball courts, 550 tennis courts, 65 public pools, and 51 recreational facilities.

Perks - Earn vacation and sick leave every month and receive free membership to our recreation centers.

THIS JOB VACANCY NOTICE IS FOR CITY PARK WORKER POSITIONS IN STATEN ISLAND*

MAJOR RESPONSIBILITIES

- Assist in general maintenance work, including lawn mowing, edging, seeding, snow removal, cultivating, fertilizing, sod laying and hedge trimming, sweeping and raking of litter and emptying of receptacles.
- Clean and maintain facilities including comfort stations.
- Perform minor repair work including, but not limited to, plumbing, masonry, electrical, painting, carpentry, metal work and vehicle and equipment repair.
- Drive vehicles and operate other motorized equipment.
- Perform safety checks on facilities and equipment.
- May move furniture, climb and perform other physical activities as required in the performance of assigned duties.

QUALIFICATION REQUIREMENTS

A Motor Vehicle Driver License valid in the State of New York is required.

There are certain medical and physical requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. Ability to drive to locations in all five boroughs.
2. Ability to work flexible hours, nights and weekends as needed.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

Fees: Hired candidates will be subject to a processing fee of \$54.00. Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

HOW TO APPLY: Please submit a cover and resume.

[**TOP**](#)



NYC Parks

Job ID: 576545

Business Title: Seasonal Gardener

Division/Work Unit: Manhattan

Proposed Salary Range: \$20.79 (Hourly)

Become a Gardener at NYC Parks and help keep our parks green and beautiful! Public service is a rewarding job—caring and maintaining parks for all New Yorkers to enjoy. NYC Parks offers exceptional health benefits and pension, generous vacation/sick days and a work-life balance. You will have access to training and resources to support you in your career.

Major Responsibilities

- Under supervision, assist in the planting and cultivating of trees, flowers and shrubs, including tasks such as digging up, balling, burlapping, transplanting trees and shrubs; digging up and transplanting sod; potting flowers and plants; propagating plant life and pruning and spraying trees, shrubs and plants.
- Assist in the maintenance and operations of greenhouses and nurseries.
- Prepare soil and seed beds. Grade, sod, weed, mulch and mow lawns. Repair damaged planted areas, fertilizing and watering soil.
- Assist in and perform tasks involved in the operation and care of hand and power gardening tools and equipment.
- Make necessary operating adjustments; report needs for repairs and replacements to supervisor.
- Perform simple record keeping and prepare simple written reports.
- Drive vehicles and operate other motorized equipment required for to the performance of duties.
- Supervise seasonal employees, as well as volunteers, as needed.

Qualification Requirements

1. One year of full-time experience in gardening work, including experience in each of the following: planting, cultivating and caring for trees, plants, shrubs and lawns; or
2. A certificate from a horticulture or botanic program containing college-level courses, such as programs offered by the New York Botanical Garden, the Brooklyn Botanical Garden, etc.; or
3. A satisfactory combination of education and/or experience that is equivalent to "1" above. Thirty semester credits from an accredited college, at least fifteen of which must be in horticulture, agriculture, agronomy, plant pathology, botany, landscape design or architecture, entomology, forestry, floriculture, plant production and/or crop management, may be substituted for the one year of the work experience described in "1" above.

License Requirements

A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required within 90 days of hire for all other candidates.

Preferred Skills/Qualifications

1. Ability to work outdoors in all weather.
2. Knowledge of herbicides and herbicide application.
3. Ability to work a flexible schedule by working occasional weekends.
4. Experience working with volunteers.
5. Ability to lift 50 lbs and handle gas-powered equipment.
6. Demonstrated commitment to public service and the environment.
7. Ability to work effectively as part of a team or independently.

TOP



NYC Parks

Job ID: 577137

Business Title: Associate Park Service Worker

Division/Work Unit: Brooklyn

Proposed Salary Range: \$21.76 (Hourly)

Do you have a Commercial Driver License (CDL)? NYC Parks seeks candidates for this spring and summer for a rewarding job caring for and maintaining parks and playgrounds for all New Yorkers. After the summer, potential opportunity for year-round employment!

playgrounds, 1,800 basketball courts, 550 tennis courts, 65 public pools, and 51 recreational facilities. Perks - Earn vacation and sick leave every month and receive free membership to our recreation centers.

THIS JOB VACANCY NOTICE IS FOR ASSOCIATE PARK SERVICE WORKER POSITIONS IN BROOKLYN*

MAJOR RESPONSIBILITIES

- Under general supervision, drive vehicles and operate motorized equipment in a safe manner to perform assigned duties.
- Maintain tools, equipment and vehicles and ensure they operate in proper working condition.
- Effectively maintain landscape and grounds. Clean and repair facilities and ensure agency rules and regulations are followed.
- Supervise assigned personnel and closely inspect work assignments to ensure all tasks are completed in a timely manner and according to agency specifications.
- Maintain accurate records, track assignments and order necessary supplies.

QUALIFICATION REQUIREMENTS

1. A four-year high school diploma or its education equivalent and 6 months of fulltime experience in gardening, grounds or tree
2. maintenance, or in the building, construction or maintenance trades; or
3. One year of full-time experience in gardening, grounds or tree maintenance, or in the building, construction or maintenance trades; or
4. Education and/or experience equivalent to "1" or "2" above.

LICENSE REQUIREMENT

Possession of a Class B Commercial Driver License valid in the State of New York. There may be certain age requirements to obtain this license. Employees must maintain the Class B Commercial Driver License during their employment.

PREFERRED SKILLS/QUALIFICATIONS

1. Possession of CDL endorsement (ex: Passenger, Tanker, Tow Truck).
2. Excellent communication, organizational and customer service skills.
3. Ability to train other employees.
4. Experience operating specialized equipment including backhoes, beach equipment, and front-end loaders.
5. Clean driving record.
6. Ability to work rotating shifts, nights, and weekends as needed.
7. Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for
8. employees with over two years of city service. New York City residency required within 90 days of hire for all
9. other candidates.

Fees: Hired candidates will be subject to a processing fee of \$68.00. Hired candidates who are not currently employed by the City will be subject to an \$88.25 background check fee.

TOP

New York City Taxi and Limousine Commission (TLC)

The New York City Taxi and Limousine Commission (TLC), created in 1971, is the agency responsible for licensing and regulating New York City's Medallion (Yellow) taxi cabs, for-hire vehicles (community-based liveries, black cars and luxury limousines), commuter vans, and paratransit vehicles. The Commission's Board consists of nine members, eight of whom are unsalaried Commissioners. The salaried Chair/ Commissioner presides over regularly scheduled public commission meetings and is the head of the agency, which maintains a staff of approximately 600 TLC employees.

Over 200,000 TLC licensees complete approximately 1,000,000 trips each day. To operate for hire, drivers must first undergo a background check, have a safe driving record, and complete 24 hours of driver training. TLC-licensed vehicles are inspected for safety and emissions at TLC's Woodside Inspection Facility.

For more information about the New York City Taxi and Limousine Commission (TLC), visit their website at www.nyc.gov/tlc

TLC is offering on-the-spot interviews

Available Positions

(Click TITLE NAME to view job description)

Office Title	Job Category	Salary	No. of Positions	Work Location
Clerical Associate	Clerical / Administrative	\$32,850 (New Hire)/ \$37,777 (Incumbent) (Annual)	5	Queens
Licensing Specialist	Clerical / Administrative		6	Long Island City

[TOP](#)



Taxi & Limousine Commission

Job ID: N/A

Business Title: Clerical Associate

Division/Work Unit: Uniformed Services Bureau/ Safety & Emissions Division

Proposed Salary Range: \$32,850 - \$37,777 (Annual)

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City, including the drivers and owners of yellow medallion taxis, green Boro Taxis, community car services, black cars (include those booked via smartphone app), certain luxury limousines, commuter vans, and paratransit vehicles. These industries serve more than 1,000,000 passengers each day and are a key component of the city's transportation network. Through functions such as driver background checks, vehicle inspections, and driver education, TLC's role is to promote the highest standards of safety and consumer protection in the industries we regulate.

Under the direction of the Director of Safety & Emissions and with latitude to exercise independent judgment, the candidate selected will be responsible for, but not limited to:

- Performing routine data processing functions, recording, researching, checking and maintaining records and furnishing information utilizing the TAMIS Mainframe System, the inspection system, TLC datasets on the web and other related systems.
- Filing, record keeping and other general office work of moderate difficulty.
- Interacting in-person, on the phone and via email with members of the taxi and for-hire vehicle industry and the general public.
- Promptly responding to all inquiries and requests from various members of the taxi and for-hire vehicle industries and TLC personnel from other divisions.
- Conducting research involving electronic databases and paper records and assisting with related and special assignments.
- Follow all division and agency policies and procedures.

Minimum Qualification Requirements

Four-year High school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and year of satisfactory experience.

Preferred Skills

- Strong interpersonal and teamwork skills.
- Ability to adapt to a fluid work environment and changing needs and priorities.
- Skilled in effective and clear oral and written communications.
- Strong computer and technical skills including but not limited to Word, Excel, Access and Outlook

Residency Requirement

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.

[**TOP**](#)



Job ID: N/A

Business Title: Licensing Specialist

Division/Work Unit: Application Processing

Proposed Salary Range: \$32,850 (New Hire)/ \$37,777 (Incumbent) (Annual)

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for oversight of the for-hire vehicle industries in New York City, including the drivers and owners of yellow medallion taxis, Green Boro Taxis, community car services, black cars, certain luxury limousines, commuter vans, and paratransit vehicles. These industries serve over 1,000,000 passengers each day and are a key component of the city's transportation network. Through functions such as driver background checks, vehicle inspections, and driver education, TLC's role is to promote the highest standards of safety and consumer protection in the industries we regulate.

TLC is seeking a dynamic and motivated individual to help the Agency continue its work to develop a modern, innovative approach to the licensing process with the key goals of (1) providing excellent customer service to our clients, and (2) improving the efficiency of our internal operations. Under supervision, with some latitude for independent judgment, this individual will receive training and assist in professional and technical work in the preparation, administration and procedural studies and analyses of the organization and operations of the Agency.

The Application Processing Unit is responsible for issuing and renewing TLC licenses for vehicles, business, and drivers. This includes receiving and reviewing new and renewal applications for approval and denial.

Specific responsibilities will include but are not limited to the following:

- Review vehicle applicant information for accuracy, compliance and required items using computer systems and databases.
- Process applications in line with TLC guidelines, rules and regulations, and relative fees.
- Perform work assignments to meet unit/agency deadlines and service delivery levels.
- Provide customer service to current and prospective licensees at the counter or in the back office while in adherence with rules and regulations.
- Research internal and external inquiries and determine proper action or response.
- Perform work assignments to meet deadlines; organize, maintain and continually update files to improve efficiency and accessibility.
- Perform clerical work including scanning and sorting of records, files and reports using filing systems
- Assist in the general operation of the unit by compiling and analyzing information, updating records, mailing/emailing correspondence, filing, reviewing and or updating documents, and complying with TLC rules and regulations.
- Conduct data entry and electronic filing as pertains to the unit's daily work.
- Maintain data, files and other information in effective and efficient ways with continuous improvement as a priority.
- Assist with special projects as assigned.

Minimum Qualification Requirements

A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory clerical experience.

Preferred Skills

Experience in application processing; strong customer service background preferably with diverse populations; strong interpersonal and teamwork skills; advanced written and verbal communication skills; advanced knowledge of Microsoft Office programs including Word, Excel, Access, Outlook, and PowerPoint programs; and ability to excel in a collaborative and fast-paced business environment.

Residency Requirement

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.

[TOP](#)