

THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Admin Community Relations Specialist, NM 1-3	Level:	Title Code: 1002F
Office Title: Senior Director of HR Operations	Salary: \$90,000- \$100,000	
Division: Administration		
Unit: Human Resources	Number of Positions: 1	
Work Location: 100 Church Street, New York, NY 10007	Hours/Shift: 35 hrs/wk	

ABOUT OATH:

The City of New York’s Office of Administrative Trials and Hearings (OATH) is the nation’s largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City’s central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers.

JOB DESCRIPTION:

Reporting to the head of HR, the candidate will have an excellent working knowledge of Citywide HR systems, procedures, policies, and stakeholders. The ideal candidate will have experience with administrative access in NYCAPS, CHRMS, PMS, FMS, CityTime, and other Citywide systems. The senior level HR leader will supervise the functions of recruitment, on-boarding, orientation, and employee services.

Some of the duties include:

- Supervise a Recruitment Director and an Employment Services Director and any future staff assigned to them;
- Assist Recruitment Director and Employment Services Director with performing all varieties of HR tasks to ensure the team delivers the requisite services to the agency;
- Maintain all agencywide trackers regarding pending job openings and employee transactions;
- Provide recruitment and transaction reports for divisions and OMB;
- Provide expert level understanding of NYCAPS administration;
- In coordination with DCAS and any external agencies, oversee the civil service process including implementing hiring pools and list appointments;
- Perform all high level HR administrative duties required by executive staff to include, but not limited to, report generation, data analysis, memo preparation, and policy writing;
- With coordination with the DC for Admin and assistant Commissioner of Budget, help support the management of the agency’s PS budget;
- Provide analytical support to various work streams in administration and other agencies to include regular PS budget reports and other HR pending actions;
- Support data analysis with regards to assessing HR needs;
- Oversee all agencywide events and training with regards to recruitment, orientation, civil service, and health and safety (Right to Know);
- Supervise any interns or temps assigned;
- Perform any and all special projects as assigned.

Special Note:

Only candidates who are currently serving as a permanent Administrative Community Relations Specialist with the City of New York or who have taken the exam and are reachable on the certificate list should apply

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U. S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and four years of satisfactory, full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and eight years of satisfactory, full-time experience as described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 4 years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience, but not for the two years of broad administrative or policy-making experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university (as described above) for each year of experience, up to a maximum of 2 years. However, all candidates must possess a four-year high school diploma or its educational equivalent approved by a State’s Department of Education or a recognized accrediting organization and two years of full-time experience in a broad administrative or policy-making capacity with responsibilities as described in "1" above.

<p><u>Preferred Skills:</u></p> <ul style="list-style-type: none">• Expert level knowledge of Citywide policies and procedures established by oversight agencies such as DCAS, OMB, OLR, MOCS, OEM, etc.;• Superior understanding of Excel and other data analysis tools;• Expert level of NYCAPS administration;• Expert level of the civil service process including calling lists, using certs, and the DP-72 process;• Experience in managing multiple stakeholders;• Experience and poise in dealing with executive level staff		
<p><u>To Apply:</u></p> <p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.</p> <p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.</p>		
<p><u>NOTE:</u></p> <p>As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.</p>		
Post Date: 6/15/2022	Post Until: Filled	Job ID: 820-2022-536467/47

OATH and the City of New York are Equal Opportunity Employers