



2024 NYC Summer Internship Program Application Form

Agency: Department of Citywide Administrative Services (DCAS)

Division: Human Capital – Classification and Compensation Unit

Address 1: 1 Centre Street, 21st Floor

Address 2: New York, NY 10007

Contact: Yolanda Culler

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Agency Description

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. Visit our website at nyc.gov/dcas to learn more about the work we do.

Unit Description

The Classification and Compensation (C&C) Unit, within Civil Service Administration, is responsible for the civil service title portfolio of the Classified Service of the City of New York. C&C creates and modifies civil service titles, including descriptions of essential duties and the qualification requirements to work in City agencies. C&C staff serve as advisors and liaisons to all City agencies concerning classification and compensation issues. In addition, the C&C Unit is responsible for preparing proposals to establish titles in the exempt, non-competitive and labor classes for submission to the New York State Civil Service Commission (NYSCSC) for approval.

Position Title Summer Graduate Intern – Classification & Compensation

Internship Responsibilities

- Will be assigned classification projects, develop discretionary citywide title proposal, review agency discretionary proposals, and/or deactivation of vacant titles.
- Review city qualification requirements. Create and update titles, including the description of essential duties, qualification requirements and appropriate salaries and compensation packages in coordination with oversight agencies and other partners.
- Assist with data requests from executive team and New York State Civil Service Commission (NYSCSC).
- Assist with union negotiations and with internal/external stakeholders (such as Office of Labor Relations (OLR), Office of Management and Budget (OMB) and other City agencies).
- Perform reconciliation and clean-up of classification records and databases.
- Assist with special projects as needed.

Qualifications/Special Skills/Area of Study

- Strong in-person customer service experience
- Excellent listening and communication skills (verbal and written)
- Strong computer skills, experience with Microsoft Office Suite, including Excel
- Comfortable working in a fast-paced dynamic work atmosphere to be able to successfully handle multiple activities.

Application Process

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Yolanda Culler at: yculler@dcas.nyc.gov.

Please write "**Summer Internship – HC**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

You will be contacted if selected for an interview.

Salary Range \$21 per hour – Graduate Intern

Internship may be used to fulfill college credit requirement.

Additional Information / Comments

Graduate interns must be currently enrolled or accepted in a graduate program. Internships are available between May and September for a maximum of 13 weeks but must end by the first week of September each year.