



# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Citywide Administrative Services (DCAS)

**Division:** Human Capital – Citywide Personnel Policy Unit

**Address 1:** 1 Centre Street, 21st Floor

**Address 2:** New York, NY 10007

**Contact:** Karen Francis-Moorer

**Email:** [kmoorer@dcas.nyc.gov](mailto:kmoorer@dcas.nyc.gov)

**Phone:** (212) 386-0350

## **Agency Description**

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 56 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## **Unit Description**

The Citywide Personnel Policy Unit performs critical policy related analytical work for the Human Capital Line of Service. The unit is responsible for aligning leave related procedures across citywide agencies and documenting DCAS personnel policy memos and interpretations in order to increase transparency and efficiency in policy and leave regulation implementation. The unit is a useful resource for HR departments across city agencies in handling employee issues relating to policy, leaves of absences, absence control, and other personnel issues.

**Position Title** Summer Graduate Intern – Citywide Personnel Policy

## **Internship Responsibilities**

The Summer Graduate Intern will assist the Citywide Personnel Policy staff with research and projects related to the development of new citywide policies and best practices. The Summer Graduate Intern will also assist with researching current state laws, new legislation, and executive orders, as they relate to existing Citywide policies, to identify where new interpretation or updates may be needed, to ensure consistency.

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

- Be able to work on multiple projects of varying difficulty.
- Assist Analysts with finding policy materials.
- Be comfortable working both individually and as part of a group on projects and assignments.
- Be familiar with spreadsheet, database, presentation, and word processing applications.
- Have the capacity to learn and adapt in a dynamic fast-paced environment; and
- Be pursuing a degree in public policy, public administration, or other related field, preferable with analytical and/or research course work.

## **Application Process**

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Karen Francis-Moore at: [kmoorer@dcas.nyc.gov](mailto:kmoorer@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.

**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.

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