

# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Buildings

**Division:** Human Resources and Employee Experience (HREX)

**Address 1:** 280 Broadway, New York, NY 10007

**Contact:** Department of Buildings

**Email:** [internships@buildings.nyc.gov](mailto:internships@buildings.nyc.gov)

**Phone:** N/A

## **Agency Description**

At the NYC Department of Buildings, we are 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. As an agency, we are committed to remaining a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. As an employer, we are committed to improving our performance and developing procedures that are streamlined, understandable, and transparent.

## **Unit Description**

The Office of Human Resources & Employee Experience (HREX) is responsible for ensuring the Department complies with applicable labor and employment laws and City and Agency rules and policies. The unit provides guidance to managers and employees on a variety of topics including recruitment, employment, civil service, job and organizational design, labor relations, youth programs, benefits, wellness, performance evaluations, salary administration, timekeeping, and time and leave administration.

## **Position Title**

Labor Relations Intern

## **Internship Responsibilities**

The intern will, under direction and supervision of the Labor Relations Manager and/or the Labor Relations Analyst:

- Assist with research matter relating to labor, industry and employment
- Act as agency liaison for assigned labor functions including intake for employee relations/conflict, performance evaluations, performance tracking and other related labor functions
- Assist in facilitation of probation/performance evaluations (managerial/non-managerial) for the Agency
- Assist in the investigation of employee relation concerns and conflict within the Agency
- Assist in preparation for labor issues, contract negotiations and collective bargaining matters
- Answer telephones and respond to in-person and email inquiries
- Assist in the facilitation and training of hiring managers/supervisors per Agency guidelines
- Special projects as assigned

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

**Minimum Requirements:** Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

Demonstrated interest in one or more of the following areas:

- Dispute Resolution
- Labor Relations

## **Application Process**

JobsNYC <https://cityjobs.nyc.gov/>

Job ID#: 631740

**Salary Range** \$16.00-17.50

Internship may be used to fulfill college credit requirement.

## **Additional Information / Comments**

This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

[nyc.gov/dcassip](https://nyc.gov/dcassip)