

CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE			
Civil Service Title:	Associate Staff Analyst	Salary:	\$70,611* (Non-City minimum) \$81,203** (City minimum)
Title Code:	12627	Number of Positions:	1
Office Title:	Business Operations Analyst	Work Location:	2 Lafayette Street, NYC
Division/Work Unit: Division of Operations and Administration / Office of Human Resources			
<b>Additional Information:</b> <b>In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Associate Staff Analyst or have taken the most recent Associate Staff Analyst civil service exam and be reachable for appointment from the resulting list.</b>  <i>The City of New York 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.</i>  <i>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.</i>			
<b>Job Description:</b>  With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.  The Office of Human Resources (OHR) is responsible for the agency's human capital administration, which includes employment and recruitment, human resources, civil service administration, employee and labor relations, training and professional development, timekeeping & payroll, employee benefit programs, performance management, employee recognition, agency-wide events, and partnering with citywide and oversight agencies to facilitate the agency's workforce management business needs.  The Office of Human Resources (OHR) seeks a highly motivated individual to serve as a Business Operations Analyst. As Business Operations Analyst, the selected candidate will operate as a project manager and personnel records coordinator for OHR. The individual will facilitate the workflow processes across OHR business units and push projects through the appropriate channels to eliminate gaps and delays; and coordinate the request for OHR records and review of personnel folders. Reporting directly to the Chief Human Resources Officer, the Business Operations Analyst duties will include but not be limited to the following:  Project Management Duties: <ul style="list-style-type: none"><li>• Manage planning processes and critical projects involving the various OHR units.</li><li>• Support the OHR team to organize and structure projects utilizing a project management framework and approach; coordinate people and processes to ensure effective planning to keep projects on track for timely delivery and to produce the desired results.</li><li>• Break projects into doable actions and set time frames.</li><li>• Prepare written materials for internal and external communications, including project overviews, internal memos, meeting agendas and presentations.</li><li>• Lead special and confidential projects as required by the Chief Human Resources Officer.</li><li>• Participate in special projects and initiatives as needed.</li></ul> Personnel Records Coordinator Duties: <ul style="list-style-type: none"><li>• Coordinate the request for personnel records within the agency.</li><li>• Facilitate employees' request to review their personnel folders and ensure the agency protocol is adhered to.</li><li>• Maintain a structured system for releasing personnel records and ensure timely return of folders by stakeholders.</li><li>• Lead the digitization of personnel records initiative by working with various stakeholders within the agency.</li><li>• Maintain confidentiality of personnel information received.</li></ul> <b>*Non-City rate (Non-City candidates &amp; candidates with less than 2 years of City Service)</b> <b>**City incumbent rate (Candidates with 2 or more active years of City Service)</b>			
<b>Minimum Qualifications:</b> 1. A master's 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 the Council for Higher Education Accreditation (CHEA) in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or 2. 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 the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.			
<b>55-a Program:</b> 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.			

<b>Preferred Skills:</b> <ul style="list-style-type: none"><li>• Project management experience and expertise is a plus.</li><li>• Self-starter; works independently and well with others across teams and at all levels of the organization.</li><li>• Excellent organizational skills. Problem solve and prioritize duties.</li><li>• Excellent oral and written communication skills.</li><li>• Seamlessly use technology to execute/streamline tasks, and highly proficient with Microsoft Office.</li><li>• Ability to manage multiple projects simultaneously while maintaining attention to detail and follow-up.</li></ul> <b>NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.</b>		
<b><u>TO APPLY</u></b> <p>Please be sure to submit a resume &amp; cover letter when applying.</p> <p>All current City Employees may apply by going to Employee Self Service (ESS) <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a> Click on Recruiting Activities/Careers and Search for Job ID #606346</p> <p>All other applicants, please go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID #606346</p> <p>Please do not email, mail or fax your resume to NYC Aging directly.</p>		
Posting Date:	September 29, 2023	JVN No. 125-24-23 CW

Post Until: Filled