

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> M-III
<b>Title Code No:</b> 10026	<b>Salary:</b> \$100,000-\$125,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Director of Human Resources	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Human Resources	<b>Number of Positions:</b> 1
<b>Job ID:</b> 196828	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction is currently seeking an experienced and innovative candidate to serve as the Director of Human Resources. Under direct supervision and with latitude to exercise independent judgment, the incumbent will be responsible for leading the overall strategic direction and management of the staffing unit and staffing functions; liaise with the Office of Payroll Administration (OPA), Office of Management and Budget (OMB), Financial Information Services Agency (FISA), the Department of Citywide Administrative Services (DCAS), Office of Labor Relations (OLR), and other units within the Human Resources Office; partner with the DOC budget and finance department to ensure all NYCAPS/E-Hire job offers are approved by OMB; oversee and manage the pre-employment process and implement best practices; ensure the timely resolution of staffing issues; ensure staffing procedures are in accordance with applicable laws, established rules and regulations; manage a team of recruiting professionals; identify and implement best staffing and hiring practices; determine optimal avenues for sourcing and recruiting qualified and diverse candidates; establish and maintain working relationships with hiring managers to understand current and future workforce needs; partner with the Organizational Learning & Development staff to develop effective methods of managing work performance, new employee orientation and succession planning initiatives; and perform related duties as assigned.

**Qualification Requirements**

1. A master's degree from an accredited college 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 two years 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; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above.

**Preferred Skills**

Knowledge of HR processes and policies expected; those of NYC government preferred;  
 Extensive knowledge of the City of New York's personnel rules and regulations and requirements set forth by New York State Civil Service Law;  
 Strong leadership, analytical, interpersonal, problem-solving, decision-making and organizational skills;  
 Ability to communicate highly complex information clearly and succinctly, both orally and in writing;  
 Knowledge of NYCAPS, PMS, CHRMS, PRISE, E-HIRE, etc. preferred;  
 MS Office (Word, Excel, Outlook, PowerPoint) proficiency;  
 Ability to maintain a high level of confidentiality.

**Residency Requirements**

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID#:196828.

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 196828

**Submission of a resume is not a guarantee that you will receive an interview.**  
**Only candidates under consideration will be contacted.**

**Post Date:** 06/12/2015

**Post Until:** 06/16/15