

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

Civil Service Title: Program Specialist	Level: III
Title Code No: 60948	Salary: \$56,021/\$64,424-\$76,924 Frequency: ANNUAL
Business Title: Personnel Supervisor	Work Location: 1 Halleck Street, Bronx, New York
Division/Work Unit: Vernon C. Bain Center	Number of Positions: 1
Job ID: 151053	Hours/Shift: Day Tour

Job Description

The candidate recruited will be responsible for the overall Personnel Office under the direction of the Deputy Warden for Administration. Duties include, but are not limited to the following: answer all personnel related questions; prepare the weekly supervisors schedule; schedule all supervisor training; maintain accurate count of all staff assigned to facility; update all monthly squad books; maintain an updated template of all Supervisors and their assigned posts; maintain accurate information and statistics; maintain vacation schedules mapped out according to selected picks; assist all staff members with personnel issues; responsible for all personnel related correspondence; ensure all personnel teletypes are managed; handle all personnel inquiries in regards to personnel; counsel staff in regards to attendance; maintain a record of all staff's attendance and lateness; supervise staff assigned to the Personnel Office; maintain workers compensation log; maintain updated table of organization and performs related work.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or related fields; or
2. An associate degree from an accredited college in public or business administration, sociology, criminology, mathematics, statistics, or a closely related field and two years of full-time satisfactory experience in public or business administration, community relations, social work, mathematical or statistical research; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and four years of Full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. College education may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience. However, all candidates must have a four year high school diploma or its educational equivalent.

For Assignment Level II and III, in addition to meeting the qualification requirements above, one additional year of the experience described in "2" above is required for Assignment Level II and two additional years of experience for Assignment Level III

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Residency Requirement

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. Click on Recruiting Activities > Careers and search for Job ID#151053.

Attention: Sharen Harris

This position is only open to Department of Correction employees who are permanent in the title of Program Specialist or employees who applied for the Program Specialist examination.

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 05/23/2014

Post Until: 06/07/2014