



# NYC Government Hiring Hall

Serve Your City, Fulfill Your Dreams!

Dear current and prospective City employees:

Thank you for registering to attend the NYC Government Hiring Hall being held on Monday, August 28, 2023!

In preparation for this exciting event, we are sharing with you the agency profiles and job descriptions for participating agencies. At the hiring hall, you will have an opportunity to meet representatives from over 18 agencies and learn more about their current opportunities, ranging from clerical associate, attorney, project manager and more. Most agencies will be offering on-the-spot interviews.

The City of New York has a growing, talented, and diverse workforce. To be kept updated on additional opportunities, we encourage you to stay in contact with us. You can sign up to receive the NYC Jobs Newsletter at <https://nyc.gov/dcas>. Each month, the NYC Jobs Newsletter will make sure you are kept well-informed of available job opportunities, civil service exams, and recruitment events. To search the current roster of open positions across City agencies, visit the City's career page at <https://nyc.gov/jobs>.

**(View available positions by job category)**

**(View agency profiles and job descriptions)**

**(View Resource Tables)**

**Available Jobs by Category**  
 (Click [TITLE NAME](#) to view job description)

Job Category	Title Name	Agency Name
<b>Administration &amp; Human Resources</b>	<a href="#">Senior Operations Analyst</a>	<a href="#">Campaign Finance Board</a>
	<a href="#">Human Resources Generalist</a>	<a href="#">Department of Citywide Administrative Services</a>
	<a href="#">Asst. Coordinating Manager</a>	<a href="#">Health + Hospitals</a>
<b>Building Operations &amp; Maintenance</b>	<a href="#">Construction Inspector</a>	<a href="#">Department of Buildings</a>
	<a href="#">Heating Plant Technician</a>	<a href="#">New York City Housing Authority</a>
<b>Clerical / Administrative</b>	<a href="#">Clerical Associate - L III (Hourly - 21 Hours Per Week)</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III (Hourly - 21 Hours Per Week)</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III (Hourly - 21 Hours Per Week)</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III (Part-Time)</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III (Provisional Appointment)</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III (Provisional Appointment)</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III (Provisional Appointment)</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III *Provisional*</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III *Provisional*</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - L III Inpatient (Provisional)</a>	<a href="#">Health + Hospitals</a>
	<a href="#">Clerical Associate - Level IV (Provisional Appointment)</a>	<a href="#">Health + Hospitals</a>
<b>Communications &amp; Intergovernmental Affairs</b>	<a href="#">Director of Public Relations</a>	<a href="#">Campaign Finance Board</a>
	<a href="#">Policy Analyst</a>	<a href="#">Campaign Finance Board</a>
<b>Constituent Services &amp; Community Programs</b>	<a href="#">Community Coordinator</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Project Coordinator</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Program Coordinator (2 vacancies)</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Program Coordinator (2 vacancies)</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Human Rights Community Coordinator (Brooklyn)</a>	<a href="#">Commission on Human Rights</a>
	<a href="#">Human Rights Community Coordinator (Manhattan)</a>	<a href="#">Commission on Human Rights</a>
	<a href="#">Assistant Press Secretary</a>	<a href="#">Campaign Finance Board</a>
<a href="#">Senior Candidate Services Liaison</a>	<a href="#">Campaign Finance Board</a>	
<b>Engineering, Architecture, &amp; Planning</b>	<a href="#">Design Engineer</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Geotechnical Project Manager</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Junior Engineer</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Project Manager (Environmental)</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Senior Design Reviewer (Architectural)</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Senior Design Reviewer (Sustainability)</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Senior Project Manager (Environmental)</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Surveyor (Architectural)</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Civil Engineering Intern</a>	<a href="#">Department of Environmental Protection</a>
	<a href="#">Electrical Engineering Intern</a>	<a href="#">Department of Environmental Protection</a>
<a href="#">Project Manager</a>	<a href="#">Department of Transportation</a>	
<b>Finance, Accounting, &amp; Procurement</b>	<a href="#">Project Manager</a>	<a href="#">Campaign Finance Board</a>
	<a href="#">Senior Project Manager</a>	<a href="#">Campaign Finance Board</a>
	<a href="#">Budget Analyst</a>	<a href="#">Small Business Services</a>
	<a href="#">Compliance Advisor</a>	<a href="#">Small Business Services</a>
	<a href="#">Contract Manager, Program Finance &amp; Operations</a>	<a href="#">Small Business Services</a>
	<a href="#">PROGRAM MANAGER M/WBE Capacity Building and Corporate Partnerships</a>	<a href="#">Small Business Services</a>
	<a href="#">PROGRAM MANAGER, CAPITAL ACCESS FUNDS</a>	<a href="#">Small Business Services</a>
	<a href="#">Program Manager, Regulatory Reform</a>	<a href="#">Small Business Services</a>
	<a href="#">PROJECT MANAGER, DLS</a>	<a href="#">Small Business Services</a>
<b>Health</b>	<a href="#">EMS Trainee</a>	<a href="#">Fire Department of New York City</a>
	<a href="#">EMT Certified</a>	<a href="#">Fire Department of New York City</a>
	<a href="#">Service Aide - Part Time (Metropolitan)</a>	<a href="#">Health + Hospitals</a>

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## Available Jobs by Category

(Click [TITLE NAME](#) to view job description)

Job Category	Title Name	Agency Name
<b>Health</b>	<a href="#">Fitness Instructor</a>	<a href="#">New York City Police Department</a>
<b>Legal Affairs</b>	<a href="#">Agency Attorney 2</a>	<a href="#">Commission on Human Rights</a>
	<a href="#">Paralegal Aide - TORT</a>	<a href="#">Law Department</a>
	<a href="#">Agency Attorney 03</a>	<a href="#">New York City Housing Authority</a>
	<a href="#">Agency Attorney 03</a>	<a href="#">New York City Housing Authority</a>
	<a href="#">Agency Attorney Intern</a>	<a href="#">New York City Housing Authority</a>
	<a href="#">Attorney Investigator</a>	<a href="#">New York City Housing Authority</a>
	<a href="#">Civil Litigation General Litigation Agency Attorney Level III</a>	<a href="#">New York City Housing Authority</a>
	<a href="#">Senior Investigator</a>	<a href="#">New York City Housing Authority</a>
<b>Public Safety, Inspections, &amp; Enforcement</b>	<a href="#">Special Officer</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Inspector</a>	<a href="#">Department of Design and Construction</a>
	<a href="#">Air Pollution Inspector I</a>	<a href="#">Department of Environmental Protection</a>
	<a href="#">Firefighter</a>	<a href="#">Fire Department of New York City</a>
	<a href="#">Crime Analyst, Level I</a>	<a href="#">New York City Police Department</a>
	<a href="#">Criminalist, Level 1A &amp; 1B</a>	<a href="#">New York City Police Department</a>
	<a href="#">Field Auditor</a>	<a href="#">Small Business Services</a>
	<a href="#">Staff Auditor</a>	<a href="#">Small Business Services</a>
<b>Social Services</b>	<a href="#">Child Protective Specialist</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Conference Facilitator</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Post Adoption Advocacy Specialist</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Case Manager</a>	<a href="#">Department of Social Services</a>
	<a href="#">Case Manager</a>	<a href="#">Department of Social Services</a>
	<a href="#">Enrollment Specialist</a>	<a href="#">Department of Social Services</a>
	<a href="#">Nova Social Worker</a>	<a href="#">Department of Social Services</a>
	<a href="#">Snap Eligibility Interviewer</a>	<a href="#">Department of Social Services</a>
<b>Technology, Data &amp; Innovation</b>	<a href="#">MDM Engineer</a>	<a href="#">Administration for Children's Services</a>
	<a href="#">Software Engineer</a>	<a href="#">Campaign Finance Board</a>

## Participating Agency Profiles and Job Descriptions

(Click the [AGENCY NAME](#) to View Agency Profiles and Available Positions)

[Administration for Children's Services \(ACS\)](#)

[Commission on Human Rights \(CCHR\)](#)

[Campaign Finance Board \(CFB\)](#)

[Department of Citywide Administrative Services \(DCAS\)](#)

[Department of Design and Construction \(DDC\)](#)

[Department of Environmental Protection \(DEP\)](#)

[Department of Buildings \(DOB\)](#)

[Department of Correction \(DOC\)](#)

[Department of Education \(DOE\)](#)

[Department of Transportation \(DOT\)](#)

[Department of Social Services \(DSS\)](#)

[Department of Youth and Community Development \(DYCD\)](#)

[Fire Department of New York City \(FDNY\)](#)

[Health + Hospitals \(H + H\)](#)

[Law Department \(LAW\)](#)

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## Participating Agency Profiles and Job Descriptions

(Click the [AGENCY NAME](#) to View Agency Profiles and Available Positions)

[New York City Housing Authority \(NYCHA\)](#)

[New York City Police Department \(NYPD\)](#)

[Small Business Services \(SBS\)](#)

## Resource Tables

(Click the [PROGRAM](#) to View Available Internships and Resources)

[DCAS Office of Citywide Recruitment \(OCR\)](#)

**Administration for Children’s Services (ACS)**

The Administration for Children’s Services (ACS) protects and promotes safety and well-being of New York City’s children and families by providing child welfare, juvenile justice, and early care and education services. In child welfare, ACS contracts with private nonprofit organizations to support and stabilize families at risk of a crisis through preventive services and provides foster care services for children not able to safely remain at home.

Each year, the agency’s Division of Child Protection conducts more than 55,000 investigations of suspected child abuse or neglect.

In juvenile justice, ACS manages and funds services including detention and placement, intensive community-based alternatives for youth, and support services for families.

In early care and education, ACS coordinates and funds programs and vouchers for close to 100,000 children eligible for subsidized care.

For more information about Administration for Children’s Services (ACS) visit their website at [www.nyc.gov/acs](http://www.nyc.gov/acs)

**ACS is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Child Protective Specialist</a>	<a href="#">Social Services</a>	\$55,463 - \$55,463		
<a href="#">Community Coordinator</a>	<a href="#">Constituent Services &amp; Community Programs</a>	\$59,117 - \$67,984		
<a href="#">Conference Facilitator</a>	<a href="#">Social Services</a>	\$77,474 - \$89,095		
<a href="#">MDM Engineer</a>	<a href="#">Technology, Data &amp; Innovation</a>	\$75,000 - \$160,000		
<a href="#">Post Adoption Advocacy Specialist</a>	<a href="#">Social Services</a>	\$59,117 - \$67,984		
<a href="#">Project Coordinator</a>	<a href="#">Constituent Services &amp; Community Programs</a>	\$59,117 - \$67,984		
<a href="#">Program Coordinator (2 vacancies)</a>	<a href="#">Constituent Services &amp; Community Programs</a>	\$59,117 - \$67,984		
<a href="#">Program Coordinator (2 vacancies)</a>	<a href="#">Constituent Services &amp; Community Programs</a>	\$59,117 - \$67,984		
<a href="#">Special Officer</a>	<a href="#">Public Safety, Inspections, &amp; Enforcement</a>	\$34,834 - \$50,207		

The Division of Child Protection is seeking qualified candidates to serve as Child Protective Specialists within each borough office. In each Borough office (Brooklyn, Bronx, Manhattan, Staten Island, and Queens), DCP Protective/Diagnostic Units are comprised of five CPS and one CPSS II (and sometimes one CPSS I). These staff investigate reports of alleged child abuse and neglect. The PD child protective team is the largest within DCP, and the largest in each of the Borough offices. Child protective staff are responsible for investigating every allegation that is reported, and also for conducting a comprehensive assessment of the immediate safety and risk of future harm to each child in the family. Based upon the case circumstances, child protective staff may act immediately to protect the child(ren).

Under supervision of the Unit Supervisor and Child Protective Manager, with moderate latitude for the exercise of independent action and decision making, the Child Protective Specialist will be responsible for the following tasks:

- Utilize social work and investigative skills to work with families being investigated for abuse or neglect to children.
- Initiate investigations/safety interventions in response to allegations of abuse and / or neglect.
- Meet families in their home within 48 hours of receiving a report or within 24 hours when immediate danger is suspected.
- Interview and assess all children for safety.
- Interview parents/caretaker, alleged subjects, household members and collateral contacts.
- Make a Safety Assessment of children in their family immediately when required or within 7 days.
- Participate in Family Meetings or Conferences with the family or other support systems.
- Provide a determination of abuse or neglect based on the investigation within 60 days of the report.
- For indicated cases with ongoing service needs, assess on an ongoing basis the risk of future abuse or maltreatment of the children, arrange for services and work with the family to address the reasons for risk to the child.
- Work with ACS legal staff to file petitions with Family Court when required for supervisory oversight of the family or for removal of children.
- Work collaboratively with contract agencies to provide Preventive or Foster Care when appropriate.
- Enter and maintain computerized records of case information.

### Minimum Qualification Requirements

1. 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 by the Council for Higher Education Accreditation (CHEA) including or supplemented by 24 semester credits in one or a combination of the following fields: social work, psychology, sociology, human services, criminal justice, education (including early childhood), nursing, or cultural anthropology, at least 12 of which must have been in one of these disciplines.

Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register screening will be conducted prior to considering a candidate for employment as a Child Protective Specialist. Candidates who have been the subject of an indicated child abuse and maltreatment report may be disqualified from appointment to this position.

### Requirements for Assignment Level II

- a. Upon satisfactory completion of six months of training and experience at Assignment Level I, an employee shall be assigned to Assignment Level II.
- b. Upon completion of one year of satisfactory experience at Assignment Level II of Child Protective Specialist and satisfactory completion of the probationary period an employee shall receive no less than the minimum salary after 18 months in title.
- c. To be appointed directly to Assignment Level II, a candidate must have, in addition to meeting the minimum qualification requirements set forth above, one year of satisfactory child protective casework experience.



Job ID: N/A

Business Title: [Community Coordinator](#)

Division/Work Unit: **Division of Family Permanency Services/Office of Older Youth Success**

Proposed Salary Range: **\$59,117 - \$67,984 (Annual)**

The Office of Education and Employment Initiatives (OEEI) is located within the Division of Family Permanency Services and supports children and youth across ACS divisions. OEEI provides training, technical assistance, and capacity building for education, employment, and college access and success programs. The Office works with our community of ACS providers and staff to ensure that children and youth receive the education, career and college readiness, employment, and supportive services they need to thrive.

Under the supervision of the Executive Director, the Community Coordinator will coordinate with the community we serve to lead various community-wide college success initiatives such as,

- Community Coordinator will be responsible for engaging with our community of college access and success programs that aim to advance education outcomes for youth in foster care.
- Community Coordinator would ensure our community partners are appropriately implementing day-to-day objectives and serve as liaison to support the programs
- Community coordinator would serve as a liaison for foster care provider agencies.
- Community coordinator will assist the Executive Director to respond to internal and external community-wide inquiries. Collect and analyze data related to the portfolio of community programs, such as review of data dashboards,
- Conducting community site visits as applicable, and regularly monitoring and evaluating partner/ provider performance against performance benchmarks.
- Make recommendations and develop reports sharing findings.
- Develop performance improvement plans and provide technical assistance to providers as needed
- Draft policies, procedures, and other guidance/communications concerning programs.
- Community coordinator would support the Executive Director with developing agendas, coordinating community speakers for presentations and training, and otherwise, support with planning and managing provider meetings and other events (training, college fairs, etc.) –
- The Community Coordinator would serve as deputy to the Executive Director, and manage community projects as needed
- Perform related duties, as well as administrative coordination, as assigned.

### Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization; and
2. Individuals serving in this title are designated as Peace Officers by the New York State Criminal Procedure Law. Therefore, all candidates must be qualified to serve as Peace Officers. Incumbents must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Once obtained, this certification must be maintained for the duration of employment.

**Salary range for this position is:** \$ 34,834.00 - \$ 50,207.00 (Annual)

**NOTE:** Only those candidates under consideration will be contacted

The Office of Family Team Conferencing primary function is the facilitation of a continuum of conferences and other related duties as required in support of Child Protection divisional best practices. CFS focuses on child safety, risk, well-being, permanency, and family support. The facilitated Initial Child Safety Conference is to ensure that the best safety decisions and safety plans are developed to prevent removal when safe to do so and/or decide on the best suitable out of home placement that will keep the child safe from imminent danger and harm. The CFS makes assessments of the level of care to meet the child's needs and completes necessary documentation summarizing the safety plans placed which is housed in the family record in Connections. The CFS will be responsible for, but not limited to, the following:

- Attend and facilitate all FTC's that are scheduled focusing on child safety, risk and well-being, permanency, family support, and ensure that placement and discharge decisions reflect Children's Services commitments, values and principles.
- Address critical issues, concerns of the child and family, the provider agencies, divisional partners and Family Court during these conferences.
- Involve key stakeholders, children, families, service providers and community resources in the decision-making process and make recommendations for referrals and resources when appropriate.
- Prepare and complete administrative functions including timely documentation of conference, data, action plans, process foster care placement in the Connections Placement Module, making child needs assessments and level of care recommendations for appropriate out of home placements and all other reports related to Family Team Conferencing.
- Interface with interagency critical support resources i.e., clinical consultation team. MCHU, Investigative Consultants, et al, all of whom seek to identify critical issues, barriers and concerns specific to children's safety Provide case conferencing and consultation to reexamine and ensure appropriateness of decision and service plan; consult with FCLS attorney for guidance on the legal posture of cases as well as relevant court orders when assessing familial readiness for change and caretakers' protective capacity.
- Provide conferencing in the family's natural community when appropriate, necessary and safe.
- The assigned shift is 9:00 AM-5:00 PM with a flextime of 10:00 AM- 6:00 PM.

### Minimum Qualification Requirements

A Master's Degree in Social Work from an accredited school of social work and

1. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) and at least one year of full-time, satisfactory, post-graduate experience that includes substantial experience in one or more of the following modalities of practice: facilitation of family team conferences or family group decision-making meetings utilizing a conferencing model which emphasizes family engagement and consensus based decision-making; clinical group work with children, youth, parents or individual families; or the conduct of professional training on topics related to child and family services; or
2. A valid New York State Registration as a Licensed Master of Social Work (LMSW) and at least three years of the experience required in "1" above. Up to two years of this experience may have been in the supervision of social work practice areas described in "1" above; or
3. At least three years of the experience required in "1" above. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work license (LMSW) must be obtained within one year of appointment.

**Note:** Employees who fail to obtain their LCSW or LMSW within one year after appointment may have their probationary periods extended for no more than six months. Failure to obtain the LCSW or LMSW by the end of the probationary period will result in dismissal.

**Note:** At least one year of the required experience described in "1", "2" and "3" above must have been obtained in the last five years.

**NOTE:** \*It is important that you have taken and passed the open competitive exam 2023 & 3033 for the civil service title listed above to avoid being "bumped" out of your position when the eligible list for this title is established. Permanent child and family specialists are encouraged to apply\* Only those candidates under consideration will be contacted.

The ACS OIT Mobile Device Management Engineer (MDM engineer) is a senior team member reporting to the Director of Mobile Technology. Leadership by example, with hands-on technical work as well as problem solving with a focus on cybersecurity and customer satisfaction defines this role. The MDM Engineer addresses complex mobile device management (MDM), cybersecurity compliance, and request/project tasks pertaining to laptops, smartphones, tablets and related technology. Expert level support of VMWare Workspace ONE UEM (AirWatch) system to manage deployed devices is essential for success in this role.

The selected candidate will be responsible for performing the following duties but not limited to:

- Provide direction and act as an MDM subject matter expert in project-based efforts.
- Support VMware Workspace One UEM (AirWatch), Android OS and Microsoft Windows software running on laptops, tablets, smartphones, etc.
- Work with security teams to plan and implement security/device management policies.
- Follow best practices for supporting a large-scale enterprise mobile device program with 10k+ devices.
- Interpret vendor updates for applicability to existing environment including urgent upgrades and patches and take action.
- Support and resolve complex system issues with other OIT teams and support agencies such as NYC OTI.
- Experience with report creation using tools such as MS Excel advanced functions to present management level reports.
- Develop and organize written documentation and procedures.
- Communication with clients, peers, vendors, and management.
- Participate in project governance, compliance, audit, and risk management initiatives.
- Provide high level customer service to ACS staff.
- Create reports and provide data analysis regarding device and system usage, health, and new needs.

### Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college in computer science, engineering, human computer interaction, interactive media, digital and graphics design, data visualization, communication or a related field, and four years of satisfactory full-time experience related to the area(s) required by the position and a specialization in a relevant technology, process, methodology and/or domain; or
2. An associate degree from an accredited college in computer science, engineering, human computer interaction, interactive media, digital and graphics design, data visualization, communication or a related field, and six years of satisfactory full-time experience related to the area(s) required by the position and a specialization in a relevant technology, process, methodology and/or domain; or
3. A baccalaureate degree from an accredited college, and eight years of satisfactory full-time experience related to the area(s) required by the position and a specialization in a relevant technology, process, methodology and/or domain; or
4. Education and/or experience which is equivalent to "1", "2", or "3" above.

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

Job ID: N/A

**Business Title:** Post Adoption Advocacy Specialist

**Division/Work Unit:** Division of Family Permanency Services/Office of Strategic Support Services

**Proposed Salary Range:** \$59,117 - \$67,984 (Annual)

Adoption and KinGAP Support Services/Post Adoption Unit is responsible for providing financial assistance, mediation, counseling, and support to adoptive families, adoptees and to relative guardians of adopted children when the adopted parents are deceased or incapacitated. The Post Adoption Advocacy Specialist will be responsible for addressing post adoption concerns presented through phone calls and /or office visits from adopted children/youth and /or adoptive parents, ACS office of Advocacy, provider agencies, schools/hospitals, other ACS units. In many instances, the Post adoption Advocacy Specialist role is to mediate between parent/guardian and child usually at a time of family crisis, young adults at risks of homelessness, and without vital documents required to live independently. The Post Adoption Specialist will advocate, mediate, monitor, and ensure that the subsidy is being provided for the child's support and assess the safety of the young adult in the home or the community. Responsibilities will include, but not limited to:

- Responsible for investigations of Proof of Support of adopted child
- Responsible for outreach to adoptive parents/ children, provider agencies, schools, hospitals,
- Responsible for referrals for families/youths for post adoption counseling services, respite, bereavement, housing, substance abuse, college, scholarship information.
- Responsible for providing non-identifying family history to adult adoptees/siblings
- Responsible for providing reports to Fair Hearings in termination cases.
- Responsible for referring cases for terminations at the conclusion of their investigation regarding non proof of support by adoptive parents.
- Responsible for calling in SCR cases when the safety of the adopted child is at risk.

**Preferred Skills:**

The preferred candidate should possess a MSW and be licensed, excellent organizational, and communications (verbal and written) skills required. Computer skills and ability to document clients' progress effectively essential. This position requires will entail the use of excel spreadsheets as well as the ability to access the Connections system. Experience utilizing various ACS systems of data including: EDMS (Electronic Data Management System), CPMS (Client Payment Management System), WMS (Welfare Management System)

**Minimum Qualification Requirements**

1. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization; and
2. Individuals serving in this title are designated as Peace Officers by the New York State Criminal Procedure Law. Therefore, all candidates must be qualified to serve as Peace Officers. Incumbents must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Once obtained, this certification must be maintained for the duration of employment.

**Salary range for this position is:** \$ 34,834.00 - \$ 50,207.00 (Annual)

**NOTE:** Only those candidates under consideration will be contacted.

**Job ID:** N/A**Business Title:** Project Coordinator**Division/Work Unit:** Division of Family Permanency Services/Office of Strategic Program Support**Proposed Salary Range:** \$59,117 - \$67,984 (Annual)

The Office of Strategic Program Support (OSPS) provides technical assistance and support to foster care agencies in the areas of permanency-related initiatives, foster parent recruitment and support strategies, implementation of evidence-based practices and other foster care system reforms. The foster care agency support and technical assistance efforts provided by OSPS are aligned with the ACS Foster Care Strategic Blueprint. The project coordinator will support the successful implementation of the Parents Empowering Parents (PEP) initiative. This initiative involves hiring parent advocates with lived experience of the child welfare system to work in foster care agencies, supporting and mentoring parents of children currently in foster care along the path to reunification. In October 2020, ACS launched a pilot of this program (formerly called Parents Supporting Parents) in two foster care agencies. In FY23, PEP will expand to all NYC family foster care agencies. OSPS will support agencies to implement PEP effectively, and the project coordinator will play a key role in this work. Reporting to the OSPS Senior Advisor, the Community Coordinator will also collaborate regularly with other colleagues in OSPS and in ACS's Division of Policy, Planning and Measurement. Additionally, the Community Coordinator will work with foster care provider agency staff and with consultants who are supporting the scaling of the PEP initiative. The project coordinator will also work with the OSPS team on other priorities such as the implementation of Enhanced Family Foster Care, the revision of the Foster Care Quality Assurance Standards, and other related projects. The Community Coordinator is expected to do the following:

- Coordinate ACS's implementation support and monitoring of foster care agencies as they implement the Parents Empowering Parents (PEP) program
- Plan and deliver technical assistance and training to foster care agencies and provide opportunities for peer learning
- Prepare reports, perform data analyses and review program plans and performance related to PEP and other key areas of foster care practice
- Conduct research and make recommendations on foster care policies and procedures
- Provide project management support for OSPS priority projects
- Perform other related duties as assigned

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Salary range for this position is:** \$ 59,117 - \$ 67,984 (Annual)**NOTE:** Only those candidates under consideration will be contacted.

ACS' Office of Education and Employment Initiatives (OEEI) supports training, technical assistance, and capacity building for education, employment, and college access programs. The office works with ACS staff and contracted providers and staff to ensure that children and youth receive the education, career and college readiness, employment, and supportive services they need. This position is focused in particular on supporting and advancing the employment and career readiness components of the OEEI portfolio to help ACS-involved youth prepare for and succeed in employment and careers.

Under the direct supervision of the Assistant Deputy Commissioner for the Office of Education and Employment Initiatives, with latitude for independent judgement and initiative to create strategic partnerships, the Coordinator is responsible for ensuring that a trauma-informed, person-centered, and strength-based approach is prioritized in our youth development programming. The Coordinator manages referrals with our strategic partners to ensure that youth, parents, and foster care agencies are well informed about agency policy, eligibility criteria and program requirements to ensure a successful engagement rate and youth participation at over 90% per enrollment cycle. The Coordinator is primarily responsible for liaising with city agencies, community-based organizations and businesses to leverage existing opportunities for vocational and youth development. In addition, the Coordinator will work directly with coaches, specialists and staff to connect youth services and programs to career readiness, internships, vocational training, jobs and career advancement. Having the ultimate goal of increasing the young person's vocational development, the Coordinator will facilitate video conferences, meetings, information sessions, recruitment events and activities, that aid foster care, preventive services and juvenile justice agencies for services for youth. Finally, the Coordinator is responsible for collaborating with ACS staff, attending high-level meetings, and monitoring, tracking, and reporting outcomes that are relevant to the program.

Duties and Responsibilities include the following:

- Develops strategic partnerships w/ CUNY colleges, NYSED approved training providers and private sector employers.
- Facilitates participant enrollment, engagement, employment and certification outcomes.
- Coordinates with strategic partnerships and works with foster care, prevention services and juvenile justice providers to ensure timely engagement and feedback. Coordinates employer luncheons, job fairs, and client and employer outreach efforts.
- Develops and maintains specific program goals, objectives and policy, accomplished through work plans, time lines and deadlines established for each program.
- Answers correspondence, emails and telephone calls from strategic partners, youth and parents imparting information regarding current OEEI programs. Maintains program informational bulletin boards and flyers advertising enrollment dates and job openings with private sector employers.
- Coordinates with staff to appropriately monitor and track compliance, engagement, and program outcomes by collaborating with foster care provider staff.
- Assists in identifying and developing partnerships with private and public sector to develop worksites and jobs for youth seeking internships, work experience and professional certification.
- Data enters information into multiple systems as needed.
- Ensures that all agency policies and procedures relating to staff that include attendance, evaluation, conduct and response to youth and the public are professionally conducted and courteously applied.
- Performs other related tasks as needed.

### Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**NOTE:** Only those candidates under consideration will be contacted.

Job ID: N/A

Business Title: [Program Coordinator \(2 vacancies\)](#)

Division/Work Unit: **Division of Family Permanency Services/Office of Older Youth Success**

Proposed Salary Range: **\$59,117 - \$67,984 (Annual)**

ACS' Office of Youth Success Services (OYSS) supports training, technical assistance, and capacity building for education, employment, and college access programs. The office works with ACS staff and contracted providers and staff to ensure that children and youth receive the education, career and college readiness, employment, and supportive services they need. This position is focused in particular on supporting and advancing the employment and career readiness components of the OYSS portfolio to help ACS-involved youth prepare for and succeed in employment and careers. Under the direct supervision of the Assistant Deputy Commissioner for the Office of Education and Employment Initiatives, with latitude for independent judgement and initiative to create strategic partnerships, the Coordinator is responsible for ensuring that a trauma-informed, person-centered, and strength-based approach is prioritized in our youth development programming. The Coordinator manages referrals with our strategic partners to ensure that youth, parents, and foster care agencies are well informed about agency policy, eligibility criteria and program requirements to ensure a successful engagement rate and youth participation at over 90% per enrollment cycle. The Coordinator is primarily responsible for liaising with city agencies, community-based organizations and businesses to leverage existing opportunities for vocational and youth development. In addition, the Coordinator will work directly with coaches, specialists and staff to connect youth services and programs to career readiness, internships, vocational training, jobs and career advancement. Having the ultimate goal of increasing the young person's vocational development, the Coordinator will facilitate video conferences, meetings, information sessions, recruitment events and activities, that aid foster care, preventive services and juvenile justice agencies for services for youth. Finally, the Coordinator is responsible for collaborating with ACS staff, attending high-level meetings, and monitoring, tracking, and reporting outcomes that are relevant to the program..

Duties and Responsibilities of this position will include but are not limited to:

- Develop strategic partnerships w/ CUNY colleges, NYSED approved training providers and private sector employers.
- Facilitate participant enrollment, engagement, employment and certification outcomes.
- Coordinate with strategic partnerships and works with foster care, prevention services and juvenile justice providers to ensure timely engagement and feedback. Coordinates employer luncheons, job fairs, and client and employer outreach efforts.
- Develop and maintains specific program goals, objectives and policy, accomplished through work plans, time lines and deadlines established for each program.
- Answer correspondence, emails and telephone calls from strategic partners, youth and parents imparting information regarding current OEEI programs. Maintain program informational bulletin boards and flyers advertising enrollment dates and job openings with private sector employers.
- Coordinate with staff to appropriately monitor and track compliance, engagement, and program outcomes by collaborating with foster care provider staff.
- Assist in identifying and developing partnerships with private and public sector to develop worksites and jobs for youth seeking internships, work experience and professional certification.
- Data enter information into multiple systems as needed.
- Ensure that all agency policies and procedures relating to staff that include attendance, evaluation, conduct and response to youth and the public are professionally conducted and courteously applied.
- Perform other related tasks as needed.

### Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**NOTE:** Only those candidates under consideration will be contacted.

Job ID: N/A

Business Title: [Special Officer](#)

Division/Work Unit: **Crossroads Juvenile Center/Horizon Juvenile Center**

Proposed Salary Range: **\$34,834 - \$50,207 (Annual)**

The Division of Youth and Family Justice (DYFJ) within the Administration for Children Services is responsible for the oversight and management of secure and non-secure detention services for juveniles and young adults awaiting disposition in family and supreme courts, as well as a wide network of network of providers throughout the five boroughs that operate placement sites for young people who are adjudicated delinquent and are placed by the New York City Family Court as part of the Close to Home initiative.

Under general supervision, Special Officer performs security and other related duties in an assigned Secure Detention facility to ensure the proper care, safety, and security of the residents. The selected candidate will be responsible for work related to the security, safety, loss prevention, operation of mechanical doors, monitoring CCTV and other related duties. Some of the physical activities that may be performed by Special Officer and environmental conditions experienced are:

- Conducting perimeter and vertical patrols; walking and/or standing as assigned.
- Driving or sitting in an agency vehicle during a tour while remaining alert.
- Perform agency-approved restraint techniques; climb stairs, use of handcuffs, screen and search employees and visitors, use of hand wands, monitor line scanner and walk through body scanner.
- Remain physically active for prolonged periods of time.
- Process arrests.
- Issue and retrieve agency-issued equipment.
- Transmit and communicate via the use of hand-held radios and screen calls.
- Wear uniform and related equipment.
- Special Officers must attend and pass Peace Officer training as a condition of employment.
- Required to attend, participate and pass Safe Crisis Management training including the use of emergency safety physical interventions as a condition of employment.
- Attend mandated training as scheduled.
- Secure facility issued keys, radios and agency issued equipment.
- Operate a motor vehicle as necessary.

Note, Candidates may work rotating tours or shifts, including nights, Saturday, Sundays and Holidays. The assigned tours are 9:00 AM-5:00 PM, 5:00 PM-1:00 AM, 1:00 AM-9:00 AM

### Minimum Qualification Requirements

1. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization; and
2. Individuals serving in this title are designated as Peace Officers by the New York State Criminal Procedure Law. Therefore, all candidates must be qualified to serve as Peace Officers. Incumbents must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Once obtained, this certification must be maintained for the duration of employment.

**Salary range for this position is:** \$ 34,834.00 - \$ 50,207.00 (Annual)

**NOTE:** Only those candidates under consideration will be contacted.

### 55-a Program

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.



**Commission on Human Rights (CCHR)**

The New York City Commission on Human Rights is charged with the enforcement of the Human Rights Law, Title 8 of the Administrative Code of the City of New York, and with educating the public and encouraging positive community relations. The Commission is divided into two major bureaus -- Law Enforcement and Community Relations:

The Law Enforcement Bureau is responsible for the intake, investigation, and prosecution of complaints alleging violations of the Law. [Learn more about the Law Enforcement Bureau.](#)

The Community Relations Bureau provides public education about the Human Rights Law and helps cultivate understanding and respect among the City’s many diverse communities through its borough-based Community Service Centers and numerous educational and outreach programs. [Learn more about the Community Relations Bureau.](#)

The Commission utilizes restorative justice principles to address the harm caused by discrimination and bias, both in its handling of complaints and in its community partnerships. [Learn more about our commitment to restorative justice.](#)

The New York City Human Rights Law is one of the most comprehensive civil rights laws in the nation. The Law prohibits discrimination in employment, housing, and public accommodations based on race, color, religion/creed, age, national origin, immigration or citizenship status, gender (including sexual harassment), gender identity, sexual orientation, disability, pregnancy, marital status, and partnership status. Interns, whether paid or not, are considered employees under the Law.

In addition, the Law affords protection against discrimination in employment based on unemployment status; arrest or conviction record; credit history; caregiver status; status as a victim of domestic violence, stalking, and sex offenses; and sexual and reproductive health decisions.

The Law affords additional protections in housing based on lawful occupation, family status, any lawful source of income, and status as a victim of domestic violence, stalking, and sex offenses.

The City Human Rights Law also prohibits retaliation, discriminatory harassment, and bias-based profiling by law enforcement.

For more information about Commission on Human Rights (CCHR) visit their website at [www.nyc.gov/cchr](http://www.nyc.gov/cchr)

**CCHR is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Agency Attorney 2</a>	<a href="#">Legal Affairs</a>	\$71,423 - \$82,137	2	Citywide
<a href="#">Human Rights Community Coordinator (Brooklyn)</a>	<a href="#">Constituent Services &amp; Community Programs</a>	\$59,116-\$ \$74,000		Brooklyn
<a href="#">Human Rights Community Coordinator (Manhattan)</a>	<a href="#">Constituent Services &amp; Community Programs</a>	\$59,116 - \$74,000		Manhattan



**Job ID: 594466**

**Business Title: Agency Attorney 2**

**Division/Work Unit: Law Enforcement Bureau**

**Proposed Salary Range: \$71,423 - \$82,137 (Annual)**

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation, and other violations of the NYCHRL.

The Commission's Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

Agency Attorneys, Level Two, work within the Law Enforcement Bureau to enforce the New York City Human Rights Law through pre-complaint interventions, investigations, mediations, settlements, and litigation. Level Two attorneys may serve as lead attorneys on complex litigation and investigations, and/or specialized projects in an area of developing law, procedure, or policy guidance.

**Job Description:**

- Interviews members of the public alleging claims of discrimination; engaging in pre-complaint interventions, investigations, and files complaints where appropriate.
- Investigates claims of discrimination made by members of the public and pattern or practice violations for potential Commission-initiated action.
- Negotiates resolutions of claims and drafts settlement agreements. Monitors compliance with settlement agreements.
- Represents Commission in mediation.
- Litigates cases from a threshold of determination of probable cause through and including referral to the hearings division.
- Represents the Commission before an Administrative Law Judge at conferences, and engages in discovery, including taking and defending depositions.
- Litigates cases at trial through and including issuance of an Administrative Law Judge recommendation and issuance of Commission order.
- Collaborates with the Commission's Community Relations Bureau to provide trainings and to engage in coordinated approaches to rooting out systemic discrimination.
- Represents the Commission at community events, speaking engagements, and at bar associations.
- May assist with the training and professional development of other staff.
- May serve as lead attorney on large-scale and/or complex investigations or litigation.
- May serve as lead attorney on specialized projects concerning an area of developing law, procedure or policy guidance.
- Performs all duties as needed to advance the work of Law Enforcement Bureau.

**Qualification Requirements**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

**Note:**

In addition to meeting the minimum Qualification Requirements:

To be assigned to AL II, candidates must have one year of experience at Assignment

Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law

[TOP](#)



**Job ID: 594466**

**Business Title: [Agency Attorney 2 \(Continued\)](#)**

**Division/Work Unit: Law Enforcement Bureau**

**Proposed Salary Range: \$71,423 - \$82,137 (Annual)**

**Note: (Continued)**

related to the assignment. To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment

**Preferred Skills**

- Strong relationships with organizations and groups serving diverse communities in the City and experience working with some of the following people and communities: immigrants; people of color; people with limited English proficiency; people living with HIV/AIDS; lesbian, gay, bisexual and/or transgender people; people with disabilities; people with accommodations issues related to pregnancy, disability or religion; and people with criminal or arrest histories.
- Must be well-organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail and organizational skills.
- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Familiarity with the NYCHRL.
- Fluency in a language other than English, preferably one common in New York City.



**Job ID: N/A**

**Business Title: Human Rights Community Coordinator (Brooklyn)**

**Division/Work Unit: N/A**

**Proposed Salary Range: \$59,116 - \$74,000 (Annual)**

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation, and other violations of the NYCHRL.

The Commission's Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the outreach, education, planning, implementation, and coordination of outreaches to communities in NYC regarding rights and obligations under the NYC Human Rights Law.

- Plans, implements, coordinates, and monitors proactive outreaches providing important community services to communities. This involves conducting community-based outreach about the NYCHRL and issues related to the law to a wide range of entities- landlords, employers, and businesses to make them aware of their obligations. As well as extensive outreach to New Yorkers.
- Prepares reports, conducts analyses, and creates strategic outreach plans.
- Makes recommendations on policies and procedures. Work with intra-agency Units to make recommendations and highlight issues facing the communities served.
- Provides technical assistance and training to communities; provide workshops and trainings on the New York City Human Rights Law for community groups and community-based organizations, as well as small businesses, local elected officials and their staff, and respondents to the Commission's law enforcement actions, to further the Commission's work.
- Attend a variety of public meetings, local neighborhood community projects, community/cultural celebrations, and community events.
- Prepare and submit reports and forms in accordance with agency reporting requirements.
- Enter, update, and retrieve information on an electronic information storage system to facilitate agency operations.
- Performs all other duties as needed within the civil service title to advance the work of the CRB and engage in intra-agency collaboration.

#### **Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and five years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

#### **Preferred Skills**

- Expert communicator and demonstrated success in engaging with a wide range of audiences through strong oral and written communication skills.
- Analytical and strategic planning skills to conduct both research and outreach and use different tools of outreach.
- Demonstrated ability to engage diverse and vulnerable communities, especially communities that are hard to reach.
- Advanced working proficiency in Microsoft Office program, Internet-based research, and computer skills.
- Demonstrated abilities to be well-organized, attentive to detail, and able to work independently and collaboratively.

[TOP](#)



**Job ID: N/A**

**Business Title: [Human Rights Community Coordinator \(Brooklyn\) \(Continued\)](#)**

**Division/Work Unit: N/A**

**Proposed Salary Range: \$59,116 - \$74,000 (Annual)**

**Preferred Skills (Continued)**

- Demonstrated ability in communicating laws like the NYCHRL to everyday New Yorkers. And/or ability to read and understand complex laws, rules and regulations and communicate the complexities in simple language.
- Demonstrated aptitude with electronic file systems or other data management systems.
- Written and spoken fluency in a language other than English, preferably a language covered under Local Law 30.
- Demonstrated experience in understanding restorative justice and using restorative practices.



**Job ID: N/A**

**Business Title: Human Rights Community Coordinator (Manhattan)**

**Division/Work Unit: N/A**

**Proposed Salary Range: \$59,116 - \$74,000 (Annual)**

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL.

The Commission's Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the outreach, education, planning, implementation, and coordination of outreaches to communities in NYC regarding rights and obligations under the NYC Human Rights Law.

- Plans, implements, coordinates, and monitors proactive outreaches providing important community services to communities. This involves conducting community-based outreach about the NYCHRL and issues related to the law to a wide range of entities- landlords, employers, and businesses to make them aware of their obligations. As well as extensive outreach to New Yorkers.
- Prepares reports, conducts analyses, and creates strategic outreach plans.
- Makes recommendations on policies and procedures. Work with intra-agency Units to make recommendations and highlight issues facing the communities served.
- Provides technical assistance and training to communities; provide workshops and trainings on the New York City Human Rights Law for community groups and community-based organizations, as well as small businesses, local elected officials and their staff, and respondents to the Commission's law enforcement actions, to further the Commission's work.
- Attend a variety of public meetings, local neighborhood community projects, community/cultural celebrations, and community events.
- Prepare and submit reports and forms in accordance with agency reporting requirements.
- Enter, update, and retrieve information on an electronic information storage system to facilitate agency operations.
- Work may require traveling to all five Boroughs to conduct outreach.
- Performs all other duties as needed within the civil service title to advance the work of the CRB and engage in intra-agency collaboration.

### **Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and five years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

### **Preferred Skills**

- Expert communicator and demonstrated success in engaging with a wide range of audiences through strong oral and written communication skills.
- Demonstrated ability to engage diverse and vulnerable communities, especially communities that are hard to reach.
- Advanced working proficiency in Microsoft Office program, Internet-based research, and computer skills.
- Analytical and strategic planning skills to conduct both research and outreach and use different tools of outreach.
- Demonstrated abilities to be well-organized, attentive to detail, and able to work independently and collaboratively.

[TOP](#)



**Job ID:** N/A

**Business Title:** [Human Rights Community Coordinator \(Manhattan\) \(Continued\)](#)

**Division/Work Unit:** N/A

**Proposed Salary Range:** \$59,116 - \$74,000 (Annual)

**Preferred Skills (Continued)**

- Demonstrated ability in communicating laws like the NYCHRL to everyday New Yorkers. And/or ability to read and understand complex laws, rules and regulations and communicate the complexities in simple language.
- Demonstrated aptitude with electronic file systems or other data management systems.
- Written and spoken fluency in a language other than English, preferably a language covered under Local Law 30.
- Demonstrated experience in understanding restorative justice and using restorative practices.

**Campaign Finance Board (CFB)**

The New York City Campaign Finance Board (CFB) administers one of the strongest, most effective campaign finance systems in the country. NYC’s matching funds program amplifies the voice of average New Yorkers in city elections by matching their small contributions with public funds. By increasing the value of small-dollar contributions, the program reduces the possibility and perception of corruption from large contributions and unlimited campaign spending, and encourages citizens from all walks of life to run for office. Through its rigorous oversight and enforcement efforts, the CFB holds candidates accountable for using public funds responsibly.

The CFB publishes detailed public information about money raised and spent in city elections by candidates and independent spenders, bringing greater transparency to the democratic process. Its NYC Votes campaign engages and educates voters through community outreach, the Voter Guide, and Debate Program, empowering New Yorkers to make informed choices at the polls. In addition, the CFB seeks to improve the voter experience by advocating for legislative changes to the registration and voting process.

For more information about Campaign Finance Board (CFB) visit their website at <https://nyccfb.info>.

**CFB is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Assistant Press Secretary</a>	<a href="#">Constituent Services &amp; Community Programs</a>	\$60,000 - \$75,000	1	Manhattan
<a href="#">Director of Public Relations</a>	<a href="#">Communications &amp; Intergovernmental Affairs</a>	\$115,000 - \$130,000	1	Manhattan
<a href="#">Policy Analyst</a>	<a href="#">Communications &amp; Intergovernmental Affairs</a>	\$60,000 - \$75,000	1	Manhattan
<a href="#">Project Manager</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$65,000 - \$ 85,000	1	Manhattan
<a href="#">Senior Candidate Services Liaison</a>	<a href="#">Constituent Services &amp; Community Programs</a>	\$75,000 - \$80,000	1	Manhattan
<a href="#">Senior Operations Analyst</a>	<a href="#">Administration &amp; Human Resources</a>	\$80,000 - \$100,000	1	Manhattan
<a href="#">Senior Project Manager</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$85,000 - \$100,000	1	Manhattan
<a href="#">Software Engineer</a>	<a href="#">Technology, Data &amp; Innovation</a>	\$110,000 - \$115,000	3	Manhattan



**Job ID: 596238**

**Business Title:** [Assistant Press Secretary](#)

**Division/Work Unit:** Public Affairs

**Proposed Salary Range:** \$60,000 - \$75,000 (Annual)

### **THE DIVISION/UNIT**

The Public Affairs division promotes the agency's key role in equipping all candidates and voters to power a fairer and more open democracy in New York City. The Public Relations Unit helps city voters learn about elections by developing programs like the citywide Debates and presenting information and stories that earn top-notch media coverage. Public Relations is also charged with handling press inquiries, drafting statements, issuing press releases, writing opinion pieces on behalf of CFB leadership, and pitching stories to related media outlets.

### **JOB DESCRIPTION:**

The New York City Campaign Finance Board is looking to hire an Assistant Press Secretary to join the Campaign Finance Board. In this role, the Assistant Press Secretary will be writing press releases and talking points, organizing local press events, and coordinating with local community and ethnic media outlets. To be successful in this role you should have a keen eye for detail. Fluency in a language other than English is a requirement. The ideal candidate will have a passion for media relations, experience pitching stories to reporters, and an understanding of NYC politics. The Assistant Press Secretary will report directly to the Press Secretary. The Assistant Press Secretary will primarily focus on securing earned media coverage, building contacts, and managing relationships with local community-based news outlets, and assisting in providing press training for Campaign Finance Board Staff. A promising candidate will demonstrate sound judgment, sharp political instincts, and a connection to the mission and daily work of the CFB. The Assistant Press Secretary will be a collaborative, creative member of a mission-driven Public Affairs team that puts communicating helpful information to voters first.

The Assistant Press Secretary is responsible for the following:

#### **Cultivating Relationships with Community and Ethnic Media**

- Creating and maintaining diverse press lists of ethnic media outlets that allow for the CFB to pitch to a multi-lingual audience.
- Developing and implementing a comprehensive plan to inform community-based media outlets about the NYC Campaign Finance Board, the public matching funds program, and voter empowerment initiatives.
- Building positive relationships with the press and maintaining relationships with ethnic media reporters, and media outlets in communities with historically low participation.
- Providing training for community-based and ethnic reporters on how to utilize CFB resources and services to expand agency reach.
- Media Relations Management
- Assisting with the intake of media inquiries and aiding the Press Secretary in crafting appropriate responses to media requests.
- Responsible for keeping agency staff aware and up to date with any press coverage of the Campaign Finance Board, NYC Votes campaigns, and any developments in New York City and/or New York State government through the circulation of our press clips.
- Provide training to agency staff and Board Members for interviews, press conferences and other public appearances if necessary.
- Assisting in the creation of agency-wide press trainings, press content, and managing CFB subscriptions.

#### **ESSENTIAL SKILLS**

- Ability to multitask in a high-pressure work environment.
- Strong writing and public speaking skills.
- An interest in campaign finance issues and NYC's public matching funds program.
- A commitment to diversity, equity, and inclusion is a must.

#### **PREFERRED QUALIFICATIONS**

- Fluency in speaking and writing Spanish or other languages is required.
- Proven experience in crisis communications.
- Pre-existing relationships with NYC-based reporters and other local media outlets.
- Captivating presentation skills with experience leading trainings or facilitating discussions.

[TOP](#)

**Job ID: 596238**

**Business Title:** [Assistant Press Secretary \(Continued\)](#)

**Division/Work Unit:** Public Affairs

**Proposed Salary Range:** \$60,000 - \$75,000 (Annual)

**PREFERRED QUALIFICATIONS (Continued)**

- Open to receiving constructive feedback and utilizing it as an opportunity to learn and grow.
- Prior experience publishing long-form writing pieces, press releases, speeches, or online content.

**MINIMUM QUALIFICATIONS**

1. A bachelor's degree from an accredited college including or supplemented by at least twelve semester credits (or the equivalent of twelve semester credits) in accounting, auditing, business or public administration, computer science, economics, finance, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related area of study and one year of satisfactory full-time experience in accounting, auditing (including compliance or investigative auditing), business or public administration, business analysis, computer science, database administration, economics, finance, fiscal or economic management or research, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related field; or
2. A four-year high school diploma or its educational equivalent and five-years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" above.

**TO APPLY:**

Internal City Employees must apply through Employee Self-service (ESS), External Applicants must apply through NYC.gov/careers (<https://www1.nyc.gov/jobs/>).

- Please search apply to the job ID number listed above.
- Resume and cover letter are required for consideration.
- Note that only applicants under consideration will be contacted.

For more information on careers with the NYC Campaign Finance Board visit our website at <https://www.nyccfb.info/> to access the full listing of job opportunities and to learn more about our agency.

**ADDITIONAL INFORMATION**

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.

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**Job ID: 593519**

**Business Title:** [Director of Public Relations](#)

**Division/Work Unit:** **Public Affairs**

**Proposed Salary Range:** **\$115,000 - \$130,000 (Annual)**

### **THE CAMPAIGN FINANCE BOARD**

We are dedicated to making our local democracy more open, transparent, and equitable.

We eliminate barriers to participation by providing access to the information and resources New Yorkers need to vote or run for office and reduce the corrupting influence of money in politics by enhancing the impact of New Yorkers' small-dollar contributions.

You would be working with a staff and leadership that is mission driven and committed to continuous improvement for the staff and the public. We provide flexible work hours and environment.

### **PUBLIC AFFAIRS DIVISION**

The CFB Public Affairs Division promotes the agency's key role in equipping all candidates and voters to power a fairer and more open democracy in New York City. We engage New Yorkers, inform them about elections, and boost their civic participation in the democratic process.

### **THE ROLE**

The New York City Campaign Finance Board seeks a Director of Public Relations to lead the agency's publicity and media relations efforts, increase the agency's profile, increase public awareness of the agency's work, coordinate and produce events, and supervise the Public Relations Unit staff of three members. The role reports to the Deputy Director of Public Affairs.

Responsibilities include:

- Devise strategic earned media plans to inform and educate the agency's key audiences about its work, including New York City's public matching funds program and its voter engagement initiatives
- Create and implement plans to increase public awareness of the agency, its mission, and its uniquely broad role promoting a more open, participatory democracy in New York City among interested national audiences
- Develop strategies to utilize new and emerging media platforms or outlets that are compelling to key audiences, including younger New Yorkers, New Yorkers with limited English proficiency, and other communities consistent with the agency's targeted voter outreach plans
- Seek placements for agency leadership and staff at panels, presentations, and other events or media opportunities to highlight the work of the agency and the Board
- Develop and coach staff, agency leadership, or Board members to prepare for public appearances
- Maintain agency's public reputation and lead reactive communications strategy
- Coordinate responses to inquiries from members of the press and public about the work of the Campaign Finance Board
- Coordinate the CFB Debate Program for candidates for citywide office, including the selection of sponsors and all other administrative matters relating to debates
- Coordinate and produce events that advance the agency's mission and profile, including policy conferences and press events
- Lead efforts to publicize campaign finance data disclosed by campaigns and independent spenders, Board actions, data on audits and enforcement actions, and other public documents and information relating to campaigns
- Manage the Public Relations staff, including the Press Secretary, Assistant Press Secretary, and Events Coordinator, and lead the team in setting goals and paths for professional development

### **ESSENTIAL SKILLS**

- Strategic thinker with a demonstrated ability to plan and execute a publicity campaign with well-defined goals, capacity to track and evaluate its success
- Interest in and detailed understanding of emerging trends in media; demonstrated capacity to take a creative approach to storytelling, utilizing new or emerging media platforms, formats or outlets
- Knowledge of and demonstrated interest in New York City government and politics; established relationships in New York City media and/or established expertise in democracy issues

**Job ID: 593519**

**Business Title:** [Director of Public Relations \(Continued\)](#)

**Division/Work Unit:** Public Affairs

**Proposed Salary Range:** \$115,000 - \$130,000 (Annual)

**ESSENTIAL SKILLS (Continued)**

- Outstanding written and oral communications skills; comfort using data to make an argument or illustrate a point; ability to understand and communicate complex legal, administrative, or technical concepts clearly and simply
- Experience with crisis communications
- Comfort with communicating to diverse audiences
- Relationship builder; a strong collaborator able to communicate with staff at all levels of the agency and able to prioritize external relationships strategically
- Ability to supervise and mentor staff, and set clear standards that ensure consistency in agency's public messaging

**MINIMUM QUALIFICATIONS**

- Five years of experience in a public-facing media relations, public relations, or communications role, with some experience supervising a team or mentoring staff.
- Bachelor's and/or Master's degree in a related field.

**TO APPLY:**

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**Job ID: 596259**

**Business Title: Policy Analyst**

**Division/Work Unit: Public Affairs**

**Proposed Salary Range: \$60,000 - \$75,000 (Annual)**

### **THE DIVISION/UNIT**

The CFB Public Affairs division equips candidates and voters to power a fairer and more open democracy in New York City. We engage New Yorkers, inform them about elections, and boost their civic participation in the democratic process.

### **JOB DESCRIPTION**

The New York City Campaign Finance Board is seeking a Policy Analyst to perform original research to inform the agency's campaign finance and voting policies and programs. The Policy Analyst will serve as an advisor on existing and proposed policies and legislation, bridging the work of the Policy & Research team's data and intergovernmental work. This position will report to the Policy Manager. Responsibilities include, but are not limited to:

- Research policy and legislative issues related to campaign finance, voter participation, and election administration in New York City, New York State, and nationally.
- Plan, design, and perform analysis of campaign finance and voting data, with an emphasis on using demographic and geographic data to draw conclusions about voter contributors, and candidate behavior.
- Assist with qualitative and quantitative data collection and cleaning from a wide variety of sources, including internal data, census surveys, and comparative data from other jurisdictions.
- Write, research, and propose ideas for policy briefs, white papers, and sections of the Voter Analysis Report and Post-Election Report that analyze the City's campaign finance program and voter behavior.
- Respond to research and data inquiries from staff and external partners.
- Assist in creating and managing the agency's policy framework to aid in developing positions on new policies and legislation.
- Advise Public Affairs and agency staff on the application of campaign finance and election policies and laws, as well as best practices for communicating legal changes to voters and contributors.
- Contribute to a team culture that is purpose driven and values curiosity, creativity, and collaboration.

### **ESSENTIAL SKILLS**

- Exceptional written communication skills and the ability to reach different audiences through a variety of communication mediums.
- Excellent verbal communication skills with knowledge of or demonstrated interest in public speaking and presenting.
- Strong research capabilities, including a high proficiency with internet search and scholarly databases.
- Data analysis skills or any significant experience using aggregated and disaggregated data to answer multi-tiered research questions.
- Attention to detail, particularly with regards to reviewing and editing written materials and managing spreadsheets, trackers, and contact lists.
- Ability to independently manage long-term research projects and adhere to editing, review, and publication deadlines.
- Strong organizational and operational skills, including the ability to plan and execute regularly scheduled tasks with minimal oversight.

### **PREFERRED QUALIFICATIONS**

- Prior work experience in the elections, ethics, or campaign finance policy space is a plus.
- Prior work experience in an elected office, government agency, or on a political campaign, is a plus.
- Experience writing and editing chapters or sections of a large report in a deadline-driven environment, is a plus.
- Experience working with U.S. Census Bureau survey data or other large government datasets, is a plus.
- Experience reading and interpreting governing documents such as but not limited to the New York City Charter, New York State Election Law, and federal Voting Rights Act
- Interest in evaluating how local, state, national, and international government structures and laws impact policy implementation and real-world program delivery.

**Job ID: 596259**

**Business Title: Policy Analyst (Continued)**

**Division/Work Unit: Public Affairs**

**Proposed Salary Range: \$60,000 - \$75,000 (Annual)**

**PREFERRED QUALIFICATIONS (Continued)**

- Beginner or intermediate experience designing qualitative or quantitative studies, such as surveys or experiments, including the collection, coding, and cleaning of intake data and interpreting results, is a plus.
- Beginner or intermediate experience extracting statistical information from large datasets, using programming languages like R or Python, and/or statistical analysis software such as Excel, SPSS, or STATA, a plus.
- Beginner or intermediate geospatial analysis skills and proficiency in geographic information system application software, such as ArcGIS or QGIS, a plus.
- Ability to communicate in a language other than English is a plus.

**MINIMUM QUALIFICATIONS**

1. A bachelor's degree from an accredited college including or supplemented by at least twelve semester credits (or the equivalent of twelve semester credits) in accounting, auditing, business or public administration, computer science, economics, finance, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related area of study and one year of satisfactory full-time experience in accounting, auditing (including compliance or investigative auditing), business or public administration, business analysis, computer science, database administration, economics, finance, fiscal or economic management or research, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related field; or
2. A four-year high school diploma or its educational equivalent and five-years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" above.

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[TOP](#)

**Job ID: 579131**

**Business Title:** [Project Manager](#)

**Division/Work Unit:** Public Affairs

**Proposed Salary Range:** \$65,000 - \$85,000 (Annual)

## **RESPONSIBILITIES**

The Public Affairs division promotes the agency's key role in equipping all candidates and voters to power a fairer and more open democracy in New York City. We engage New Yorkers, inform them about elections, and boost their civic participation in the democratic process.

Within Public Affairs, the Product Management and Operations unit is responsible for maintaining the division's work plan and project management of the agency's direct-to-voter communications, including our websites, , citywide advertising campaigns, and the Voter Guide posted online and mailed to over 5 million registered voters. The unit also serves as business leads on contracting and procurement, providing budget support and managing invoices.

Reporting to the Director of Product Management and Operations, the Project Manager will lead the execution and distribution of agency publications and projects, including the citywide Voter Guide mailed to all eligible voters in New York City. This role will support two major expansions of the agency's work in 2023: the introduction of city-only voting rights for 800,000 immigrant New Yorkers, and an increase in the number of languages we serve, which will grow from 5 to 13 languages including English. Responsibilities include, but are not limited to:

- Establish and foster relationships with assigned CFB staff and external stakeholders.
- Conduct research; prepare presentations, briefings, and reports.
- Research and partner with vendors to produce new accessible versions of agency collateral, such as audio, Braille, and audience-specific editions of the Voter Guide.
- Supervise the work of vendors and consultants.
- Assist with the department's RFP and procurement process; request and review estimates and tracking expenses against approved budgets.
- Develop roll-out plan and oversee deployment into production, including developing a support plan.
- Identify project staffing and resource needs and work with Director of Product Management and Operations to assign internal staff or vendors to tasks.
- Develop accessible versions of print, video, digital, and other materials, coordinating internal accessibility reviews, conducting research, and obtaining feedback as needed.
- Coordinate with design, printing, video and other vendors and report on costs, scope of work, and performance as needed to inform procurement processes.
- Liaise with Language Access team to request and deliver translated versions of materials.
- Publish information to the website, working with Website Content Manager and directly supporting content entry during high-volume periods.
- Conduct retrospectives on major projects and suggest process improvements, including opportunities to use technology to improve workflow and efficiency.

## **PREFERRED SKILLS**

- Experience managing projects with budgets of \$1 million or more.
- Experience overseeing digital projects and/or leveraging technology to improve the efficiency and quality of existing processes.
- Experience with all stages of large print projects a plus.
- Knowledge of language(s) other than English.
- Lived or work experience within immigrant communities.
- Demonstrated interest or experience with plain-language writing, accessible formats, or related best practices to improve the accessibility of educational and communications materials.

## **ESSENTIAL SKILLS**

- Strong project management and organizational abilities with a keen eye for detail.
- Able to work well under pressure and effectively prioritize tasks to keep team members focused amidst shifting timelines and needs.

**Job ID: 579131**

**Business Title:** [Project Manager \(Continued\)](#)

**Division/Work Unit:** Public Affairs

**Proposed Salary Range:** \$65,000 - \$85,000 (Annual)

**ESSENTIAL SKILLS (Continued)**

- Strong communicator and collaborator who can adapt to a variety of work styles and synthesize feedback from multiple stakeholders.
- Demonstrated ability to research and propose new approaches and think creatively and flexibly about how to meet diverse audience needs.

**MINIMUM QUALIFICATIONS**

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2. A four-year high school diploma or its educational equivalent and five-years of experience as described in "1" above; or
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**Job ID: 593109**

**Business Title:** [Senior Candidate Services Liaison](#)

**Division/Work Unit:** **Candidate Guidance and Policy**

**Proposed Salary Range:** **\$75,000 - \$80,000 (Annual)**

### **THE DIVISION/UNIT**

Candidate Guidance and Policy (CGP) includes the Candidate Services, Candidate Policy & Communications, and Document Processing units. Together, these units help candidates, and their campaign staff navigate the Campaign Finance Program through trainings, published guidance materials, and one-on-one support.

We also administer, process, and track candidate compliance with public funds eligibility requirements such as the Certification deadline, Conflicts of Interest Board (COIB) financial disclosure and the submission of Statements of Need and Active Candidacy. We obtain and maintain candidate ballot status; review and process candidate-related documentation and data; and work with other CFB units to set and document candidate-related policies, procedures, and deadlines.

### **JOB DESCRIPTION:**

The Senior Candidate Services Liaison reports to the Deputy Director of Candidate Services. Responsibilities include, but are not limited to:

- Directly supervise a team of Candidate Services liaisons by reviewing work performed by staff.
- Coordinate with other senior liaisons to ensure communications and guidance are clear, concise, and consistent across the unit.
- Serve as a primary liaison between the CFB and candidates running for New York City office.
- Monitor and assist campaigns in preparing campaign finance disclosure reports.
- Provide one-on-one guidance to campaigns on matters of compliance with campaign finance regulations.
- Develop and execute agency projects in collaboration with the Deputy Director of Candidate Services.
- Review and archive compliance guidance with policy attorneys.
- Monitor and facilitate the update of disclosure statement deadlines, limits, and requirements.
- Ensure team coordination on assignments and project deliverables and provide regular updates to internal stakeholders.
- Conduct training for candidates, treasurers, campaign staff and the general public.

### **ESSENTIAL SKILLS**

- Knowledge of and/or demonstrated interest in New York City government and politics.
- Previous experience working on political campaigns or in a customer-focused environment preferred.
- Strong computer and internet skills with a willingness to learn new software.
- Superior time management skills and the ability to manage multiple projects.
- Excellent interpersonal, written and verbal communication skills.
- Public speaking experience and the ability to deliver effective presentations.
- Customer-focused approach to answering questions and solving problems.
- Ability to manage, motivate and develop employees.

### **PREFERRED QUALIFICATIONS**

- Prior work experience in the elections, ethics, or campaign finance policy space is a plus.
- Project management skills and experience managing documents through multiple revisions and edits is a plus.
- Data analysis skills or any significant experience managing spreadsheets or databases is a plus.
- Foreign language skills a plus.

### **MINIMUM QUALIFICATIONS**

1. A bachelor's degree from an accredited college including or supplemented by at least twelve semester credits (or the equivalent of twelve semester credits) in accounting, auditing, business or public administration, computer science, economics, finance, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related area of study and one year of satisfactory full-time experience in accounting, auditing (including compliance or investigative auditing), business or public administration, business analysis, computer science, database administration, economics, finance, fiscal or economic management or research, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related field; or

[TOP](#)

**Job ID: 593109**

**Business Title:** [Senior Candidate Services Liaison \(Continued\)](#)

**Division/Work Unit:** Candidate Guidance and Policy

**Proposed Salary Range:** \$75,000 - \$80,000 (Annual)

**MINIMUM QUALIFICATIONS (Continued)**

2. A four-year high school diploma or its educational equivalent and five-years of experience as described in “1” above; or
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**Job ID: 594900**

**Business Title:** Senior Operations Analyst

**Division/Work Unit:** Managerial

**Proposed Salary Range:** \$80,000 - \$100,000 (Annual)

### **ABOUT THE UNIT/DEPARTMENT**

The New York City Campaign Finance Board is looking for an experienced Senior Operations Analyst to join our team. The selected candidate will report to the Assistant Executive Director (AED) of Operations & Finance and provide support with managing the CFB's annual budget, procurement actions, facilities management and ensuring CFB's processes are in line with city mandated directives amongst other responsibilities.

### **RESPONSIBILITIES**

- Run weekly crystal and info advantage reports and share with CFB staff.
- Run CHARMS report and track personnel changes and its impact to the PS budget.
- Participate in OMB FMS2 exercises, establishing accruals and providing responses as needed.
- Assist the AED with creating policy documents and PowerPoint presentations.
- Assist the AED with coordinating assignments between ACCO's Office, Finance and other CFB units.
- Train CFB staff in FMS 3, Info Advantage, PASSPort and other computer systems
- Review submitted program documents requesting contracts and other procurement vehicles.
- Assist other units in drafting contract specifications by doing advance financial analysis and research through PASSPort or other available resources.
- Create forms, spreadsheets and manuals to support the AED' operations.
- Provide administrative support to other CFB business units.
- Analyze data and prepare reports to track milestones, PEG' and/or New Needs
- Participate in strategic planning and forecasting to help CFB prepare for future growth opportunities or challenges.
- Assist the AED of Operation as needed on other assignments.

### **ESSENTIAL SKILLS**

- Demonstrable ability to work with staff and senior management.
- Excellent writing, research, analytical, and editing and oral communication skills.
- Microsoft Excel skills above the beginner level.
- Efficiency and ability to prioritize, multitask, and manage time effectively.

### **PREFERRED QUALIFICATIONS**

- Three (3) years or more experience in NYC government finance and procurement functions
- Experience using PASSPort, FMS3 and different info advantage reports.
- Knowledge of FMS2/Crystal Reports
- Demonstrated interest and commitment to public service.

### **MINIMUM QUALIFICATIONS**

- A bachelor's degree from an accredited college including or supplemented by at least twelve semester credits (or the equivalent of twelve semester credits) in accounting, auditing, business or public administration, computer science, economics, finance, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related area of study and one year of satisfactory full-time experience in accounting, auditing (including compliance or investigative auditing), business or public administration, business analysis, computer science, database administration, economics, finance, fiscal or economic management or research, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related field; or
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[TOP](#)

**Job ID: 594900**

**Business Title:** [Senior Operations Analyst \(Continued\)](#)

**Division/Work Unit:** Managerial

**Proposed Salary Range:** \$80,000 - \$100,000 (Annual)

**TO APPLY: (Continued)**

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**Job ID: 594201**

**Business Title:** [Senior Project Manager](#)

**Division/Work Unit:** **Finance, Accounting, & Procurement**

**Proposed Salary Range:** **\$85,000 - \$100,000 (Annual)**

## **RESPONSIBILITIES**

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Within Public Affairs, the Product Management and Operations unit is responsible for maintaining the division's work plan and project management of the agency's direct-to-voter communications, including our websites, citywide advertising campaigns, and the Voter Guide posted online and mailed to over 5 million registered voters. The unit also serves as business leads on contracting and procurement, providing budget support and managing invoices.

Reporting to the Director of Product Management and Operations, the Senior Project Manager will lead the execution and distribution of agency publications and projects, including the citywide Voter Guide mailed to all eligible voters in New York City. This role will support a major expansion of language access and accessibility in the agency's work. Responsibilities include, but are not limited to:

- Supervise the Project Management team in the Product Management and Operations unit and assign projects to staff.
- Manage agency projects, including creating schedules and project timelines, estimating needed resources, and identifying risks.
- Work with stakeholders to determine business requirements and needs, and clearly communicate project roles.
- Create, implement, and educate stakeholders on processes for requesting new projects.
- Identify project staffing and resource needs and work with Director of Product Management and Operations to assign internal staff or vendors to tasks.
- Manage the Voter Guide across print, digital, and video mediums, including managing workflow and project schedule.
- Serve as business owner of the Voter Guide Submission Application, identify bugs and required enhancements, liaise with selected vendors, and performs user acceptance testing of deliverables.
- Supervise the work of vendors and consultants.
- Research and partner with vendors to produce accessible versions of agency collateral, such as audio, Braille, and audience-specific editions of the Voter Guide, coordinating internal accessibility reviews, conducting research, and obtaining feedback as needed.
- Assist with the department's RFP and procurement process; coordinate with vendors to report on costs, scope of work, and performance as needed, request and review estimates and tracking expenses against approved budgets.
- Liaise with Language Access team to request and deliver translated versions of materials.
- Conduct retrospectives on major projects and suggest process improvements, including opportunities to use technology to improve workflow and efficiency.

## **PREFERRED SKILLS**

- Experience managing projects with budgets of \$1 million or more.
- Experience overseeing digital projects and/or leveraging technology to improve the efficiency and quality of existing processes.
- Experience with all stages of large print projects a plus.
- Knowledge of language(s) other than English.
- Lived or work experience within immigrant communities.
- Demonstrated interest or experience with plain-language writing, accessible formats, or related best practices to improve the accessibility of educational and communications materials.
- Experience successfully managing full-time staff.

## **ESSENTIAL SKILLS**

- Strong project management and organizational abilities with a keen eye for detail.

**Job ID: 594201**

**Business Title:** [Senior Project Manager \(Continued\)](#)

**Division/Work Unit:** **Finance, Accounting, & Procurement**

**Proposed Salary Range:** **\$85,000 - \$100,000 (Annual)**

**ESSENTIAL SKILLS (Continued)**

- Able to work well under pressure and effectively prioritize tasks to keep team members focused amidst shifting timelines and needs.
- Strong communicator and collaborator who can adapt to a variety of work styles and synthesize feedback from multiple stakeholders.
- Demonstrated ability to research and propose new approaches and think creatively and flexibly about how to meet diverse audience needs.
- A strong commitment to diversity, equity, and inclusion.

**MINIMUM QUALIFICATIONS**

1. A bachelor's degree from an accredited college including or supplemented by at least twelve semester credits (or the equivalent of twelve semester credits) in accounting, auditing, business or public administration, computer science, economics, finance, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related area of study and one year of satisfactory full-time experience in accounting, auditing (including compliance or investigative auditing), business or public administration, business analysis, computer science, database administration, economics, finance, fiscal or economic management or research, statistics, graphic design, personnel or human resources administration, user experience design, or a closely related field; or
2. A four-year high school diploma or its educational equivalent and five-years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" above.

**TO APPLY:**

Internal City Employees must apply through Employee Self-service (ESS), External Applicants must apply through NYC.gov/careers (<https://www1.nyc.gov/jobs/>).

- Please search apply to the job ID number listed above.
- Resume and cover letter are required for consideration.
- Note that only applicants under consideration will be contacted.

For more information on careers with the NYC Campaign Finance Board visit our website at <https://www.nyccfb.info/> to access the full listing of job opportunities and to learn more about our agency.

**ADDITIONAL INFORMATION**

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.

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](https://StudentAid.gov/PSLF).

The CFB is an equal opportunity employer firmly committed to diversity. All individuals are encouraged to apply. If you anticipate needing any type of reasonable accommodation to apply for an employment opportunity, please contact [access@nyccfb.info](mailto:access@nyccfb.info) or (212) 409-1800.

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.

**Job ID: 593928**

**Business Title:** [Software Engineer](#)

**Division/Work Unit:** Managerial

**Proposed Salary Range: \$110,000 - \$115,000 (Annual)**

### **THE DIVISION/UNIT**

The technology unit is responsible for custom software development, networking, technical support, and cybersecurity. The unit works to develop and maintain software systems tailored to the organization's needs, manage, and secure the organization's network infrastructure, and protect against potential cyber threats. CFB's technology unit seeks an experienced full stack software engineer. Under general supervision, with broad scope for the exercise of independent initiative and judgment, this engineer is responsible for the system analysis, technical design, development, testing, enhancement, and maintenance of various applications that support the Agency's business functions. The selected candidate will be required to perform tasks related to the development of software applications and data transformation activities for the Agency. Responsibilities include, but are not limited to:

- Collaborate with cross-functional teams to identify software requirements and develop solutions.
- Develop software solutions using the .NET framework, including C#, ASP.NET, JavaScript, SQL etc.
- Design software architecture and develop technical specifications based on requirements.
- Analyze and improve software performance by conducting tests and debugging issues.
- Collaborate with QA engineers to ensure software meets quality standards and user requirements.
- Document software designs, code, and tests for future reference.
- Participate in code reviews to maintain code quality and identify areas for improvement.
- Stay up to date with emerging trends and technologies in software development and incorporate new practices into current projects.

### **ESSENTIAL SKILLS**

- 3+ Years of hands-on C#, .net software design and development experience.
- 3+ years of strong demonstrable experience in service-oriented architecture, N-tier application development using Microsoft's web technology stack (.NET, ASP.NET, C#, MVC, ADO.NET, Entity Framework, Web API, HTML/CSS/JavaScript).
- 3+ years of experience with ability to build/create/maintain application databases utilizing MS SQL Server/Azure SQL, including SSIS, TSQL, stored procedures, views, and functions.
- 3+ years of experience in Object-Oriented Design (OOD) - should be familiar with terms like Abstraction, Encapsulation, Inheritance, Polymorphism.
- Experience working with a team of engineers.
- Proven track record of becoming a subject matter expert in areas related to current assignments.
- Ability to collaborate and partner across a diverse team tapping the strength and unique skills of every team member.
- 2+ years of experience with Azure, AWS, GCP or other cloud providers.
- Experience with Microsoft Azure DevOps CI/CD.
- Experience with working in an Agile environment.
- Tools – MS Visual Studio, SQL Server Management Studio (SSMS), Azure DevOps with Git, cloud services in Azure.
- Ability to speak and write clearly and succinctly in a variety of communication settings and styles.
- Experience solving complex problems using logical thinking first and coding second.

### **MINIMUM QUALIFICATIONS**

1. A baccalaureate degree from an accredited college and one year of satisfactory full-time experience in computer programming and applications, computer systems analysis and development, or a closely related area; or
2. An associate degree from an accredited college with a major in computer science and two years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and four years of experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2", or "3" above.

### **PREFERRED QUALIFICATIONS**

- Proficiency in writing unit tests and using unit testing frameworks.

**Job ID: 593928**

**Business Title:** [Software Engineer \(Continued\)](#)

**Division/Work Unit:** Managerial

**Proposed Salary Range:** \$110,000 - \$115,000 (Annual)

**PREFERRED QUALIFICATIONS (Continued)**

- Knowledge of performance tuning, security, scalability.
- Experience with Dependency Injection frameworks (built-in .NET Core, Ninject, Unity).
- Experience with Microservices.
- Experience with NoSQL databases.
- Experience with Salesforce integration.
- Bachelor's degree or above in Computer Science or related discipline.

**TO APPLY:**

Internal City Employees must apply through Employee Self-service (ESS), External Applicants must apply through NYC.gov/careers (<https://www1.nyc.gov/jobs/>).

- Please search apply to the job ID number listed above.
- Resume and cover letter are required for consideration.
- Note that only applicants under consideration will be contacted.

For more information on careers with the NYC Campaign Finance Board visit our website at <https://www.nyccfb.info/> to access the full listing of job opportunities and to learn more about our agency.

**ADDITIONAL INFORMATION**

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.

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

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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.



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

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

Recruiting, hiring, and training City employees.

- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come.

For more information about the Department of Citywide Administrative Services (DCAS) visit their website at [www.nyc.gov/dcas](http://www.nyc.gov/dcas)

**DCAS is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Human Resources Generalist</a>	<a href="#">Administration / Human Resources</a>	\$59,116 - \$67,983	2	Manhattan

**Job ID: 591619**

**Business Title:** [Human Resources Generalist](#)

**Division/Work Unit:** Administration / Human Resources

**Proposed Salary Range:** \$59,116 - \$67,983 (Annual)

The New York City Department of Citywide Administrative Services (DCAS), Human Resources Unit seeks to hire two experienced, talented, and highly motivated individuals to serve as a Human Resources Generalist within the Administration line of service. Human Resources is responsible for the day-to-day personnel operations for DCAS, including, but not limited to, implementing personnel actions, including appointments, promotions, separations, background investigations, and NYCAPS transactions. Human Resources also processes new hires, job vacancy notices and promotional paperwork, in addition to providing DCAS employees with information about the NYC Pension system, retiree health insurance, leaves and workers compensation procedures, along with death benefits counseling to beneficiaries. This unit also provides information on the Deferred Compensation Plan, flexible spending, and long-term care programs. The Human Resources Generalist will work closely with the Deputy Director and Human Resources Business Partners to ensure that all operational goals and procedures are identified and met.

**Responsibilities:**

- Processing new hires, transfers, and promotions in compliance with citywide requirements and DCAS policies
- Processing employee leave of absence, suspensions, and terminations
- Scheduling and conducting new hire orientations
- Providing DCAS employees with information pertaining to health benefits/coverage, insurance, payroll, union coverage, retirement, deferred compensation and agency rules and regulations
- Preparing job vacancy notices, recruitment ads, and conducting civil service hiring pools
- Data entry for various types of transactions into NYCAPS and generating various HR reports
- Performing specific research on HR operational issues as requested and provide advice, assistance and follow up.

**Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

**Preferred Skills**

Three to five years of Human Resources experience within NYC government; considerable knowledge of principles and practices of personnel administration; effective verbal, written and interpersonal communication skills; excellent analytical and computer skills. Excellent written and verbal communication skills; attention to detail; ability to work under pressure and meet strict deadlines; ability to multitask; ability to take direction, seek direction and offer productive feedback; resourceful and expeditious collection of information from multiple parties. Experience working with City HRIS systems and applications such as NYCAPS, PRISE, PMS and CHRMS is a plus.

**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.

**Additional Information**

This position may be eligible for remote work up to two days per week, pursuant to the Remote Work Pilot Program agreed to between the City and DC37.

**Department of Design and Construction (DDC)**

**From the pedestrian plaza in Times Square to the Far Rockaway Library, the Department of Design and Construction is building for you.**

As the City's primary capital construction project manager, we build many of the civic facilities New Yorkers use every day. We provide communities with new or renovated structures such as firehouses, libraries, police precincts, courthouses, senior centers and more. To successfully manage our portfolio, we collaborate with other City agencies, as well as with emerging and world-renowned architects and consultants.

**Our work doesn't stop at buildings—we also design and improve vital infrastructure.**

Our staff delivers roadway, sewer and water main construction projects in all five boroughs. We provide sidewalks, street reconstruction, water mains, sewers, and pedestrian ramps—quality infrastructure that is essential for a healthy, resilient city.

As our city grows, so does DDC. [Join us](#) and help build a resilient, healthy city for all.

For more information about the Department of Design and Construction visit their website at [www.nyc.gov/ddc](http://www.nyc.gov/ddc)

**DDC is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Design Engineer</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$57,078 - \$65,640	4	Queens
<a href="#">Geotechnical Project Manager</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$57,078 - \$77,921	1	Queens
<a href="#">Inspector</a>	<a href="#">Public Safety, Inspections, &amp; Enforcement</a>	\$62,370 - \$71,726	3	Queens
<a href="#">Junior Engineer</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$56,181 - \$64,608	1	Queens
<a href="#">Project Manager (Environmental)</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$62,370 - \$74,041	1	Queens
<a href="#">Senior Design Reviewer (Architectural)</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$53,702 - \$105,000	1	Queens
<a href="#">Senior Design Reviewer (Sustainability)</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$58,682 - \$105,000	1	Queens
<a href="#">Senior Project Manager (Environmental)</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$75,504 - \$86,830	1	Queens
<a href="#">Surveyor (Architectural)</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$53,702 - \$92,640	1	Queens

Job ID: 581634, 578293, 585253, 580015

Business Title: Design Engineer

Division/Work Unit: Infrastructure / various

Proposed Salary Range: \$57,078 / \$65,640 (Annual)

**All interested candidates are welcome to apply and will be considered for an interview based on the Minimum Qualification Requirements. Please indicate if you are permanent in the Assistant Civil Engineer title or if you are reachable on the Open-Competitive Lists (Exam #9026 or Exam #1101). There may be current civil service list restrictions impacting the agency's ability to hire.**

The Department of Design and Construction, Division of Infrastructure, seeks Design Engineers to support projects in design and construction stage within the Coastal Resiliency Program. Under the supervision of an Engineer – in – Charge responsible for several projects in the design and construction phases; including the East Side Coastal Resiliency (ESCR) and Brooklyn Bridge Montgomery Street Coastal Resilience (BMCR). The selected candidates will prepare contract documents, specifications, and final estimates; engage in engineering investigations; and prepare contract plans and working drawings. The candidates will also participate in field surveys of existing conditions; prepare reports; engage in engineering reviews and studies; and prepare designs with minimal supervision.

Design Engineers will provide support for plan, specification and estimate review and provide comments in accordance with the City. Infrastructure components to be reviewed could be flood walls, interceptor gates, major outfalls and/or tide gates. Engineering reports such as hydrology maps and hydraulic drainage are likely to be reviewed and coordinated within the Coastal Resiliency team, as led by the Engineer-in- Charge. Major support requirement will be to assist all contract documents through the various DDC units such as Program Management, Utilities, Budget, Legal and ACCO. In addition to internal DDC units, the Design Engineers will maintain coordination with the grant managing agency that leads the respective coastal resiliency project. Details of this responsibility include – agency coordination, conveying technical and engineering plans and specifications, provide recommendations to city agencies and DDC leadership and act as a liaison between the consultant, public agencies and possibly the community.

**\*This is a grant-funded position with current funding expected to end by June 30th, 2025, though this may be extended. You will be notified in writing should there be any changes to the terms and conditions of employment. \***

#### **Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college in civil engineering and one year of full-time satisfactory experience in civil engineering work; or
2. A baccalaureate degree from an accredited college and a master's degree from an accredited college in civil engineering.

#### **Preferred Skills**

Preference will be given to candidates with excellent verbal and written communication skills, proficient in Microsoft Office and AutoCAD applications, and design experience related to infrastructure works (i.e., sewer, water mains, roadway works). Candidates must also be familiar with NYCDOT, NYSDOT, and NYCDEP specifications and standards, MUTCD, AASHTO, and understand the NYC street infrastructure system as well as current engineering methods and standards.

#### **Residency Requirement**

New York City Residency is not required for this position.

#### **55-a Program**

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.

#### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](https://studentaid.gov/PSLF).

Job ID: 576340

Business Title: [Geotechnical Project Manager](#)

Division/Work Unit: Safety & Site Support/ Geotechnical Investigations

Proposed Salary Range: \$57,078 / \$65,640 - \$77,921 (Annual)

The NYC Department of Design and Construction, Safety & Site Support Division, seeks a Geotechnical Project Manager. The selected candidate will be responsible for managing the work product of drilling contractors and geotechnical consultants for technical accuracy, completeness, timeliness, and cost-effectiveness. The selected candidate will be responsible for planning, budgeting, and coordinating field investigations while conducting frequent project site inspections to ensure compliance with the project scope of work, industry practices, and personal and site safety requirements. The Geotechnical Project Manager's duties will include classification of soil and bedrock types; and review of geotechnical reports, analytical results, surveys, field logs, Records of Borings laboratory test data, pre-construction/vibration monitoring reports, and borehole geophysical logs to assure compliance with the federal, state, and local regulations, and the NYC Building Code and applicable ASTM standards. The selected candidate will also be responsible for the review of fee proposals, creation of work orders, and review of invoices to ensure work is performed under the specific contract requirements.

#### Minimum Qualification Requirements

- A. A baccalaureate degree from an accredited college with a major in geology, engineering, earth sciences, environmental sciences, or a closely related field, including or supplemented by 24 semester credits in any of the following areas: rock and soil mechanics; structural geology; soils; sedimentation; petrology; hydrology; hydrogeology; geomorphology; subsurface explorations; mining; engineering; mapping; surveying; site investigations; geologic field work; or closely related areas; and
- B. At least one course involving geologic field work or three months of satisfactory, full-time professional geologic field experience obtained during the course of, or after completing, the baccalaureate education.

A Motor Vehicle Driver License valid in the State of New York is required. This license must be maintained throughout the duration of employment.

#### Special Note:

1. Employees hired as Geologist - Assignment Level I must satisfactorily complete a probationary period of at least 24 months. This probationary period may be extended in accordance with the Personnel Rules and Regulations of the City of New York. Employment may be terminated at any time during the probationary period. Upon satisfactory completion of one year of training in beginning level professional work in geology, employees will be assigned to perform the full range of work in geology of moderate difficulty and responsibility appropriate to Assignment Level I and will receive the "after one year in title" salary rate.
2. Employees with one year of satisfactory, post-baccalaureate, full-time professional experience in geology, engineering, earth sciences, environmental sciences, or a closely related field may be hired directly at the "after one year in title" salary rate, at the discretion of the hiring agency.

#### Assignment Level II

- A. To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements described in Assignment Level I, at least two years of satisfactory service as a Geologist AL I with the City of New York; or
- B. At least three years of satisfactory, full-time professional experience in geology, engineering, earth sciences, environmental sciences, or a closely related field. One year of this experience must include the provision of geologic consultation or the supervision or performance monitoring of persons involved in geologic activity; or
- C. A satisfactory equivalent combination of education and experience. A master's degree from an accredited college with a major in one of the fields listed in "Assignment Level I - Qualification Requirement A" above may be substituted for two years of the AL II professional experience. A master's degree from an accredited college in management, public administration, business administration, or a closely related field may be substituted for the one year of consultative or supervisory experience described above.

#### Qualifications Requirements for Tunnel and Shaft Construction Positions:

In addition to meeting the above requirements for Assignment Level I, candidates for Assignment Level I tunnel and shaft construction positions must have six months of full-time professional experience in each of two of the

Job ID: 576340

Business Title: [Geotechnical Project Manager \(Continued\)](#)

Division/Work Unit: Safety & Site Support/ Geotechnical Investigations

Proposed Salary Range: \$57,078 / \$65,640 - \$77,921 (Annual)

**Qualifications Requirements for Tunnel and Shaft Construction Positions: (Continued)**

following areas: rock and soil classification; mapping of underground joint sets and faults; or analysis of vibration monitoring to protect existing structures. This experience may be substituted for the experience described in the "Special Note 2" above.

In addition to meeting the requirements for tunnel and shaft construction positions in AL I, candidates for tunnel and shaft construction positions in AL II must have six months of experience in each of three of the following areas: interpretation of geologic data for recommendations of shaft and tunnel support systems; analysis of the engineering behavior of jointed rock in response to tunneling and shaft sinking; writing of specifications for geologic exploration contracts; or preparation of payment estimates for exploratory contract work. This experience may be substituted for up to two years of the non-consultative experience described in "Qualification Requirements for AL II" above.

**Preferred Skills**

Candidate should have a minimum of three years of experience in geotechnical investigations and local geology within NYC, including knowledge of the NYC Building Code, OSHA & FHWA safety requirements, and NYC DOB regulations; working knowledge of AutoCAD software; and the ability to construct geological profiles and modeling groundwater table. Valid 40-hour HAZWOPER and OSHA 30-hour Construction Safety certification are a plus. Geotechnical oversight for an engineering firm or city agency is desired.

**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.

**55-a Program**

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.

**Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**Additional Information**

Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.

Job ID: 588947

Business Title: [Inspector](#)

Division/Work Unit: Infrastructure / Construction Management – Section 1 - Staten Island

Proposed Salary Range: \$62,370 / \$71,726 (Annual)

**All interested candidates are welcome to apply and will be considered for an interview based on the Minimum Qualification Requirements. Please indicate on your Cover Letter if you are permanent in the civil service title of Assistant Civil Engineer or if you are on the Open-Competitive List (Exam #9026 or #1101). There may be current civil service list restrictions impacting the agency's ability to hire.**

The Department of Design & Construction, Division of Infrastructure seeks an Inspector. Under the direction of the Resident Engineer, the Inspector will perform technical work in the inspection of construction, repair & maintenance of roads, sewers and appurtenances, pavements, and sidewalks. This involves inspecting the grading, paving, and repaving of streets, house sewer connections, retaining walls, and the repair of water, sewer, and utility manholes.

#### **Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college in civil engineering and one year of full-time satisfactory experience in civil engineering work; or
2. A baccalaureate degree from an accredited college and a master's degree from an accredited college in civil engineering.

#### **Preferred Skills**

Candidates should possess excellent verbal and written communication skills, have knowledge of the NYC Infrastructure system, and be proficient in Microsoft Office. Candidates familiar with the Geographic Information System (GIS) to capture, store, and analyze geographical data for future implementation is a plus.

#### **Addition Information**

Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.

#### **Residency Requirement**

New York City Residency is not required for this position.

#### **55-a Program**

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.

#### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

#### **Additional Information**

Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.

Job ID: 588950

Business Title: [Junior Engineer](#)

Division/Work Unit: Infrastructure / Design Section 5 – Consultant Design

Proposed Salary Range: \$56,181 - \$64,608 (Annual)

**All interested candidates are welcome to apply and will be considered for an interview based on the Minimum Qualification Requirements. Please indicate on your Cover Letter if you are permanent in the civil service title of Civil Engineer Intern or if you are on the Open-Competitive List (Exam #9036 or #2009). There may be current civil service list restrictions impacting the agency's ability to hire.**

The NYC Department of Design and Construction seeks a Junior Engineer. Under the direction of the Engineer-In-Charge, the selected candidate will receive hands-on training and assist in moderate to difficult engineering work, research studies, engineering investigations, and examinations relating to engineering functions; and perform civil engineering work of moderate difficulty. The work and/or training will be in one or more of the following specialized engineering areas: design; drafting; engineering investigations; estimating; specifications; structural computations; field surveys; and some design-related site inspections.

#### **Minimum Qualification Requirements**

1. A baccalaureate degree in civil engineering from an accredited college. A degree in any other engineering area or in civil engineering technology is not acceptable.

#### **Preferred Skills**

Preference will be given to candidates with excellent verbal and written communication skills, and proficient in Microsoft Office. Knowledge of AutoCAD is a plus.

#### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

#### **Additional Information**

Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.

#### **Residency Requirement**

New York City Residency is not required for this position.

#### **55-a Program**

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.



Job ID: 588935

Business Title: [Project Manager \(Environmental\)](#)

Division/Work Unit: **Safety & Site Support/ Environmental**

Proposed Salary Range: **\$62,370 / \$74,041 (Annual)**

The NYC Department of Design and Construction, Division of Safety & Site Support, seeks an Environmental Project Manager. The selected candidate will conduct field visits, manage environmental projects of various levels of complexity, respond to environmental or hazardous material incidents and develop remedial action plans to mitigate hazards and ensure compliance with Federal, NYS and NYC regulations. In addition, the Environmental Project Manager will review sampling protocols, interpret analytical results, review consultant's technical reports and process payments, compare data to regulatory standards, write technical reports and standard operating procedures, and conduct presentations on the regulatory requirements for environmental compliance. The Environmental Project Manager will review capital project design documents, Phase I environmental site assessments, Phase II environmental subsurface investigation reports, Environmental Assessment/Impact Statements, wetland permit applications, dewatering permit applications, spill closure investigations, Health and Safety Plan (HASP), Field Sampling Plan (FSP), Material Handling Plan (MHP), and Remedial Action Plans (RAP).

#### **Minimum Qualification Requirements**

- A. A baccalaureate degree from an accredited college with a major in geology, engineering, earth sciences, environmental sciences, or a closely related field, including or supplemented by 24 semester credits in any of the following areas: rock and soil mechanics; structural geology; soils; sedimentation; petrology; hydrology; hydrogeology; geomorphology; subsurface explorations; mining; engineering; mapping; surveying; site investigations; geologic field work; or closely related areas; and
- B. At least one course involving geologic field work or three months of satisfactory, full-time professional geologic field experience obtained during the course of, or after completing, the baccalaureate education.
- C. A Motor Vehicle Driver License valid in the State of New York is required. This license must be maintained throughout the duration of employment.

#### **Special Note:**

1. Employees hired as Geologist - Assignment Level I must satisfactorily complete a probationary period of at least 24 months. This probationary period may be extended in accordance with the Personnel Rules and Regulations of the City of New York. Employment may be terminated at any time during the probationary period. Upon satisfactory completion of one year of training in beginning level professional work in geology, employees will be assigned to perform the full range of work in geology of moderate difficulty and responsibility appropriate to Assignment Level I and will receive the "after one year in title" salary rate.
2. Employees with one year of satisfactory, post-baccalaureate, full-time professional experience in geology, engineering, earth sciences, environmental sciences, or a closely related field may be hired directly at the "after one year in title" salary rate, at the discretion of the hiring agency.

#### **Assignment Level II**

- A. To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements described in Assignment Level I, at least two years of satisfactory service as a Geologist AL I with the City of New York; or
- B. At least three years of satisfactory, full-time professional experience in geology, engineering, earth sciences, environmental sciences, or a closely related field. One year of this experience must include the provision of geologic consultation or the supervision or performance monitoring of persons involved in geologic activity; or
- C. A satisfactory equivalent combination of education and experience. A master's degree from an accredited college with a major in one of the fields listed in "Assignment Level I - Qualification Requirement A" above may be substituted for two years of the AL II professional experience. A master's degree from an accredited college in management, public administration, business administration, or a closely related field may be substituted for the one year of consultative or supervisory experience described above.

#### **Qualifications Requirements for Tunnel and Shaft Construction Positions:**

In addition to meeting the above requirements for Assignment Level I, candidates for Assignment Level I tunnel and shaft construction positions must have six months of full-time professional experience in each of two of the

Job ID: 588935

Business Title: [Project Manager \(Environmental\) \(Continued\)](#)

Division/Work Unit: Safety & Site Support/ Environmental

Proposed Salary Range: \$62,370 / \$74,041 (Annual)

**Qualifications Requirements for Tunnel and Shaft Construction Positions: (Continued)**

following areas: rock and soil classification; mapping of underground joint sets and faults; or analysis of vibration monitoring to protect existing structures. This experience may be substituted for the experience described in the "Special Note 2" above.

In addition to meeting the requirements for tunnel and shaft construction positions in AL I, candidates for tunnel and shaft construction positions in AL II must have six months of experience in each of three of the following areas: interpretation of geologic data for recommendations of shaft and tunnel support systems; analysis of the engineering behavior of jointed rock in response to tunneling and shaft sinking; writing of specifications for geologic exploration contracts; or preparation of payment estimates for exploratory contract work. This experience may be substituted for up to two years of the non-consultative experience described in "Qualification Requirements for AL II" above.

**Preferred Skills**

Candidates should possess a minimum of two years of experience in environmental field inspection experience in NYC. Holding any of the following is a plus: OSHA 40-hour Hazwoper; OSHA 10 or 30-hour Construction Safety Certificate, and thorough knowledge of federal, state, and local environmental regulations, including NYSDEC, NYCDEP, FHWA, CEQR, SEQR, RCRA, OSHA, and NYC DOB. Candidates should have excellent verbal, written, communication and computer skills.

**Residency Requirement**

New York City Residency is not required for this position.

**Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

**55-a Program**

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.

**Additional Information**

Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.

Job ID: 581068

Business Title: Senior Design Reviewer (Architectural)

Division/Work Unit: Public Buildings / Architecture & Engineering – Architecture

Proposed Salary Range: \$53,702 / \$61,757 - \$105,000 (Annual)

**Only candidates who are permanent in the Administrative Architecture title or those who are reachable on the Promotional List (Exam #0576), or the Open-Competitive List (Exam #0177) may apply. Please include a copy of your Notice of Results card or indicate if you are already permanent in the title. If you do not meet the previously mentioned civil service criteria, you will not be considered for an interview.**

The NYC Department of Design and Construction, Division of Public Buildings, Architecture and Engineering seeks an experienced Architect. Reporting to the Director and Deputy Directors of the Architecture Unit, the selected candidate shall be responsible for project scope development; existing conditions and forensic analysis; the review of design and construction documents prepared by consultants; and the preparation and review of documents and construction administration for in-house design projects. As Team Leader, the selected candidate shall coordinate the work of multi-disciplinary teams to ensure compliance with project schedules, budgets, and applicable codes. The selected candidate must be thoroughly knowledgeable of design principles, industry best practices, building codes, project delivery methodologies, and the latest technologies and innovations in the field. The selected candidate will interface with sponsors, consultants, contractors, project managers, and other technical staff.

#### **Minimum Qualification Requirements**

A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

#### **Preferred Skills**

Preference will be given to candidates with a minimum of 10 years of full-time experience as a Registered Architect. The ideal candidate should have experience in new construction and renovation work. Previous experience should include scope development, preparing and reviewing design and construction documents, and construction administration. Good verbal and written communication skills and knowledge of NYC Building code and computer-aided drafting are essential. Good interpersonal skills in dealing with clients, consultants, contractors, team members and managers are required. AutoCad experience required, Bluebeam Revu and Revit preferred, LEED accreditation preferred.

#### **Residency Requirement**

New York City Residency is not required for this position.

#### **55-a Program**

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.

#### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

#### **Additional Information**

Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.

Job ID: 588951

Business Title: Senior Design Reviewer (Sustainability)

Division/Work Unit: Public Buildings/ Architecture & Engineering- Sustainable Design

Proposed Salary Range: \$58,682 / \$67,484 - \$105,000 (Annual)

**All interested candidates are welcome to apply and will be considered for an interview based on the Minimum Qualification Requirements. Please indicate on your Cover Letter if you are permanent in the civil service title of Administrative Architect or if you are on the agency's promotional list (exam #0576) or open-competitive list (exam #0177). There may be current civil service list restrictions impacting the agency's ability to hire.**

The NYC Department of Design & Construction, Public Buildings Division seeks a Sr. Design Reviewer to join the Sustainability Unit. The selected candidate will serve as one of the unit's representatives for capital projects. Responsibilities include: project scope development; design, construction, and post-construction technical review for both sustainability and resiliency; LEED compliance strategies; and certification documentation. The Sr. Design Reviewer will also be responsible for energy master planning and building performance evaluation. The selected candidate will attend project and site meetings; liaise with DDC Program Unit staff, design consultants, commissioning agents, and contractors; and participate in the unit's research and development program, which often results in codified policy change.

#### **Minimum Qualification Requirements**

A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

#### **Preferred Skills**

Candidates should possess a minimum of 5 years of full-time experience in sustainable design and be a LEED accredited professionals (LEED AP). Familiarity with public policy; and an understanding of architectural design and engineering principles and practices, the NYC Building Codes, the NYC Energy Code, general construction, project management, and project delivery methodologies is a plus. Candidates must communicate effectively both verbally and in writing.

#### **Residency Requirement**

New York City Residency is not required for this position.

#### **55-a Program**

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.

#### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

#### **Additional Information**

Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.

Job ID: 585584

**Business Title:** Senior Project Manager (Environmental)

**Division/Work Unit:** Safety & Site Support/ Office of Environmental & HazMat Services (OEHS)

**Proposed Salary Range:** \$75,504 / \$86,830 (Annual)

The NYC Department of Design and Construction, Division of Safety & Site Support, seeks a Senior Project Manager (Environmental). Under direction of the Section Chief, with wide latitude for the exercise of independent judgement and initiative, the selected candidate will be responsible for managing the work product of environmental consultants and Project Managers for technical accuracy, completeness, timeliness, and cost-effectiveness. The Senior Environmental Project Manager will review capital project design documents, Phase I environmental site assessments, Phase II environmental subsurface investigation reports, Environmental Assessment/Impact Statements, wetland permit applications, dewatering permit applications, Health and Safety Plan (HASP), Field Sampling Plan (FSP), Material Handling Plan (MHP), and Remedial Action Plans (RAP). The selected candidate will conduct field visits, manage complex environmental reviews and planning projects, perform scientific and applied research and analysis in environmental science as part of conducting impact analyses, and facilitate the development of remedial action plans as mitigation measures to environmental or hazardous material to ensure compliance with Federal, NYS and NYC regulations. In addition, the Senior Environmental Project Manager will review sampling protocols, interpret analytical results, compare data to regulatory standards, write technical reports and standard operating procedures, and conduct presentations on the regulatory requirements for environmental compliance.

#### **Minimum Qualification Requirements**

1. For Assignment Level I (only physical, biological, and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental, or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental, or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

**NOTE:** Probationary Period: Appointments to this position are subject to a minimum probationary period of one year.

#### **Preferred Skills**

Candidates should possess three years of experience in environmental field inspection in NYC. OSHA 40-hour Hazwoper is a plus; knowledge of federal, state, and local environmental regulations, including NYSDEC, NYCDEP, FHWA, CEQR, SEQR, RCRA, OSHA, and NYC DOB. Candidates should have excellent verbal, written, communication and computer skills.

#### **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.

#### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

Job ID: 576366

Business Title: [Surveyor \(Architectural\)](#)

Division/Work Unit: Public Buildings /Architecture & Engineering/ Building Assessment

Proposed Salary Range: \$53,702 / \$61,757 – \$92,640 (Annual)

**All interested candidates are welcome to apply and will be considered for an interview based on the Minimum Qualification Requirements. Please indicate on your Cover Letter if you are permanent in the civil service title of Administrative Architect or if you are on the agency's promotional list (exam #0576) or open-competitive list (exam #0177). There may be current civil service list restrictions impacting the agency's ability to hire.**

The NYC Department of Design and Construction, Division of Public Buildings, seeks a Surveyor (Architectural). The Surveyor (Architectural) will conduct condition assessments in City-owned buildings for the Asset Information Management System (AIMS) program of the Mayor's Office of Management and Budget (OMB). The selected candidate will inspect and assess the physical condition of the exterior and interior building components, such as exterior facades, parapet walls, roof, windows, interior floors, stairs, walls, and ceilings. The Surveyor will record existing conditions, and assess the repair and replacement needs and remaining component life expectancy. The candidate will work as part of a three-person survey team consisting of an Architect, Electrical Engineer, and Mechanical Engineer. The candidate will visit an average of 2 to 3 buildings daily, up to four days per week, followed by time reserved for report preparation in the office. Additional duties include preparing facility assessment reports suitable for sponsor budget planning purposes.

#### **Minimum Qualification Requirements**

A valid New York State Registration as an Architect is required. In addition, candidates must have six (6) years of full-time paid experience in architectural work, at least two (2) years of which shall have been as an administrative architect.

#### **Preferred Skills**

Candidates should thoroughly understand building construction methods, materials, and assemblies, especially older 19th and 20th centuries buildings. Expertise in the forensic diagnosis of deterioration, distress, and failure issues is highly desirable, as well as an up-to-date understanding of construction and material costs. At least 5 years of prior relevant field inspection experience is required. This position requires a person with the physical ability to conduct site visits, including accessing stairs, catwalks, ladders, rooftops, and basements within multi-level buildings, and maneuver through confined spaces. The candidate must be able to communicate both verbally and in writing effectively. A valid motor vehicle driver's license is required.

#### **Residency Requirement**

New York City Residency is not required for this position.

#### **Public Service Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

#### **55-a Program**

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.

#### **Additional Information**

Authorization to work in the United States is required for this position. NYC Department of Design and Construction does not provide sponsorship for international employees. Applicants are responsible for ensuring that they meet all qualifying requirements for this position, at the time of application.



## Department of Environmental Protection (DEP)

The NYC Department of Environmental Protection (DEP) enriches the environment and protects public health for all New Yorkers by providing 1.1 billion gallons of high-quality drinking water, managing wastewater and stormwater, and reducing air, noise, and hazardous materials pollution. DEP is the largest combined municipal water and wastewater utility in the country, with nearly 6,000 employees. DEP's water supply system is comprised of 19 reservoirs and 3 controlled lakes throughout the system's 2,000 square mile watershed that extends 125 miles north and west of the City.

For more information about the Department of Environmental Protection visit their website at [www.nyc.gov/dep](http://www.nyc.gov/dep)

**DEP is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Air Pollution Inspector I</a>	<a href="#">Public Safety, Inspections, &amp; Enforcement</a>	\$59,125	3	
<a href="#">Civil Engineering Intern</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$59,125	2	
<a href="#">Electrical Engineering Intern</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$44,304	10	



**Job ID: N/A**

**Business Title: Air Pollution Inspector I**

**Division/Work Unit: BEC**

**Proposed Salary Range: \$44,304 (Annual)**

The BEC seeks to hire seven Air Pollution Inspectors for the Air Enforcement unit. Under supervision, the selected Air Pollution Inspectors, perform work in the conduct of inspections of air and noise pollution sources to ensure compliance with laws, rules and regulations, and to reduce or eliminate conditions contributing to air pollution, such as excessive air contaminants or excessive noise; performs related work. Investigate complaints alleging emissions into the atmosphere, the improper operation of equipment, loud sound levels from such things as machinery, instruments, amplifiers, etc. Interview complainants for verification of complaints and instructs owners, lessees, agents and building superintendents in appropriate action to correct conditions. Serve summonses; testifies in court and assists in the preparation of evidence. Use Micro-Ringlemann chart and other devices. Seal equipment under direction. Prepare reports of inspection activities and use CRM and IPS to write summonses. Inspectors will focus on review of idling and muffler videos to determine if a summons will be issued.

**License Requirement:** Within six months of appointment to Assignment Level I or to be appointed directly to Assignment Level II candidates/incumbents must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

**Preferred Skills**

The selected candidates should have experience in handling, operation, testing, designing, or maintaining of air, noise control and fuel burning equipment. The most suitable candidate would also possess the following skills:

- The ability to climb stairs and ladders and engage in extensive walking at facilities being inspected including those under construction and renovation while following all mandated safety procedures.
- Familiar with various computer software programs.
- A valid NY driver's license is mandatory for the position and applicants must be comfortable driving within the five boroughs and operating a City vehicle. At the time of appointment to certain positions, candidates may be required to possess a Motor Vehicle Driver License valid in the State of New York. If required, employees must maintain t-his license for the duration of employment.





**Job ID: N/A**

**Business Title:** [Civil Engineering Intern](#)

**Division/Work Unit:** BEDC

**Proposed Salary Range:** \$59,125 (Annual)

BEDC seeks to hire two Civil Engineering Interns to support the Site Civil section, located in our Lefrak Office in Queens, NY. Under direct supervision of the Lead Design Engineer, the selected candidates will assist in the implementation of capital projects through the design and construction phase by preparing engineering documents including drawings, calculations, and specifications for large, complex projects for water supply and wastewater facilities. Tasks may include preparing said engineering documents for civil site development of water supply facilities, water tunnels, wastewater pumping stations, wastewater treatment systems, and other miscellaneous facilities. Specific work assignments may also include, but are not limited to, conducting investigations and field visits, reviewing shop drawings, and requests for information; preparing and completing change order documentation; assisting in project schedule development; communicating and coordinating with other engineers and stakeholders; and documenting issues/resolutions in issues logs.

**PREFERRED SKILLS**

- Familiarity with the planning, layout and details of contract drawings, specifications, shop drawing review, field inspections and investigations
- Intermediate Computer software skills in using Microsoft Office Suite (Word, Excel & PowerPoint)
- Familiarity with the design of site plans, piping plans, grading and drainage plans, and stormwater management for facilities during and post construction
- Familiarity with the application of code requirements, standards for design and construction, and preparation of technical reports, related design software applications, and excellent communication skills and writing skills
- Preference will be given to candidates with knowledge in drafting in AutoCAD (Autodesk) and Civil 3D
- Experience in shaft and tunnel structural design and/or building /facility design
- Experience in Designing using Finite Element Analysis (FEA) programs such as, but not limited to, STAAD Pro (Bentley), RAM Elements (Bentley), or SAFE (CSI)
- A Motor Vehicle Driver’s License valid in the state of New York may be required for some assignment



**Job ID: N/A**

**Business Title:** [Electrical Engineering Intern](#)

**Division/Work Unit:** BEDC

**Proposed Salary Range:** \$59,125 (Annual)

BEDC seeks to hire three Electrical Engineering Interns for IHD's Electrical Section, located in our Lefrak Office in Queens, NY. Under direct supervision of the lead design engineer, the Electrical Engineering Interns will assist in implementing capital projects at various DEP facilities through the design and construction phase by preparing engineering documents including drawings and specifications. Specific responsibilities include performing engineering work to prepare engineering documents for design and construction of electrical power distribution, communication, instrumentation & controls, lighting, fire safety and security systems undertaken by IHD for water supply facilities, water tunnels, wastewater treatment plants, administrative buildings and other DEP infrastructure. Power systems distribution include, but not limited to, low, medium and high voltage systems, electrical substations, switchgear, motor control centers and emergency power generation systems. Instrumentation and Control systems include, but not limited to water & wastewater process, pump and motor controls, instrumentation, monitoring systems, distributed Control Units, Automation, HMI and SCADA systems. The Electrical Engineering Interns will be required to travel to job sites to perform site investigations and attend site meetings during design and construction phases of projects, as required.

**Preferred Skills**

- Knowledge in the planning, layout and details of contract drawings, specifications, shop drawing review, field inspections and investigations
- Knowledge in the fundamentals of engineering design and preparation of contract drawings
- Intermediate Computer software skills in using Microsoft Office Suite (Word, Excel, Access & PowerPoint)
- Knowledge in the application of code requirements, standards for design and construction, and preparation of technical reports, related design software applications
- Excellent communication skills and writing skills
- Preference will be given to candidates with experience in AutoCAD, Revit, Power Analysis and Lighting design software for completing engineering calculations
- A Motor Vehicle Driver's License valid in the state of New York will be required for some assignments.



## Department of Buildings (DOB)

The NYC Department of Buildings is 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. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

For more information about the Department of Buildings (DOB) visit their website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings)

**DOB is offering on-the-spot interviews**

**Available Positions**

**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Construction Inspector</a>	<a href="#">Building Operations &amp; Maintenance</a>	\$61,800		Citywide



**Job ID: N/A**

**Business Title: Construction Inspector**

**Division/Work Unit: Citywide**

**Proposed Salary Range: \$61,800 (Annual)**

The NYC Department of Buildings is 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. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

This position performs work in the inspection of construction, repairs or alteration of structures for conformity with NYC Construction Codes, Department rules, other pertinent laws and rules, and approved plans and specifications.

Under general supervision:

- Performs technical inspections of construction work pursuant to applications filed with the Department of Buildings. These applications involve the erection, alteration, and repair of structures throughout the city. The inspector is to determine if construction work is being done safely and in conformance with approved applications, plans, and specifications in accordance with the NYC Construction Code, Zoning Resolution, or other pertinent laws and rules enforced by the Department of Buildings.
- Responds to, reports and investigates accidents, incidents and complaints for conformity with NYC Construction Codes, Department rules, other pertinent laws and rules, and approved plans and specifications. Studies drawings to obtain details for inspections.
- Issues violations, summonses and stop work orders.
- Verifies licenses of onsite workers.
- When issuing violations, advises the recipient of the nature of the violating condition.
- Testifies as needed, including at ECB, depositions, and court.
- Maintains records and makes reports.
- Explains and enforces laws and rules relevant to the field.
- May assign, supervise, review and evaluate work of subordinates.
- May train subordinates in their duties.
- May review applications relevant to the field.
- May assist supervisor.
- Operates a motor vehicle in the performance of assigned duties.

Some of the physical activities performed by Inspectors (Construction) and environmental conditions experienced are: walking to and from inspection sites and, during the course of inspections, climbing and descending ladders and stairs to get to areas to be inspected; standing on scaffolds to inspect work; standing for extended periods of time; working in confined areas; wearing hard hats; bending and stooping during inspections; climbing over and around various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; and working outdoors in all kinds of weather.

Special Working Conditions: Inspectors (Construction) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Candidates must successfully pass a drug screening to be appointed

#### **Minimum Qualification Requirements**

1. Two years of full-time satisfactory experience working in the construction trades as a carpenter, mason, ironworker, plasterer, architect, engineer, building construction superintendent, or inspector of building construction, or in related work. Working as a roofer, painter, sheet-metal worker, metal lather, sheetrock taper, glazier, or insulation installer is not acceptable experience; or
2. A license as a professional engineer or registered architect issued pursuant to the New York State Education law or a license as a Site Safety Manager issued by the NYC Department of Buildings; or

[TOP](#)



**Job ID: N/A**

**Business Title: [Construction Inspector \(Continued\)](#)**

**Division/Work Unit: Citywide**

**Proposed Salary Range: \$61,800 (Annual)**

**Minimum Qualification Requirements (Continued)**

3. Sixty credits towards a degree in civil engineering, engineering technology, architecture, architectural technology, construction management, or a closely related field from an accredited college or university; or
4. One year of experience as described in “1” above and one year of formal training or education in an acceptable construction program given in a college, technical school or trade school; or
5. Completion of an apprentice program, a minimum of two years in length, in a construction trade or building inspection; or
6. Education and/or experience which is equivalent to “1,” “3,” “4,” or “5” above
7. To be eligible for placement to Assignment Level II, individuals other than licensed professional engineers, registered architects, or Site Safety Managers, must have, after meeting the minimum requirements, either (a) at least three additional years of experience as described in “1” above or (b) a baccalaureate degree in civil engineering, engineering technology, architecture, architectural technology, construction management, or a closely related field from an accredited college or university and at least one year of experience as described in “1” above.
8. To be eligible for placement to Assignment Level III, individuals other than licensed professional engineers or registered architects must have, after meeting the requirements for Assignment Level II above, at least one additional year of experience as described in “1” above.
9. To be eligible for placement to Assignment Level IV, individuals other than licensed professional engineers or registered architects must have, after meeting the requirements for Assignment Level III above, at least one year of experience as described in “1” above in a supervisory capacity.

**Preferred Skills**

- Working knowledge of the NYC Construction Codes and Zoning Resolution
- Computer literacy

**55-a Program**

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.

**Residency Requirement**

New York City Residency is not required for this position.

**Additional Information**

Loan Forgiveness and Repayment Assistance Programs: 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. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans)



## **Department of Correction (DOC)**

The New York City Department of Correction (DOC) is dedicated to creating a safe and supportive environment while providing individuals in our care with a path to successfully re-enter their communities. The Department provides for the care and custody of people ordered to be held by the courts and awaiting trial or who are convicted and sentenced to one year or less of jail time. Our dedicated workforce of both uniformed and non-uniformed staff members represents the city's BOLDEST.

For more information about the Department of Correction visit their website at [www.nyc.gov/doc](http://www.nyc.gov/doc)

**DOC is offering on-the-spot interviews**

**\*See agency for information about available positions**

**Department of Education (DOE)**

The DOE is committed to creating and supporting learning environments that reflect the diversity of New York City. We believe all students benefit from diverse and inclusive schools and classrooms. We strive to welcome and support all students, families, and school staff.

For more information about the Department of Education visit their website at [www.schools.nyc.gov](http://www.schools.nyc.gov).

**DOE is offering on-the-spot interviews**

**\*See agency for information about available positions**



**Department of Transportation (DOT)**

The New York City Department of Transportation’s (NYC DOT) mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

For more information about the Department of Transportation (DOT) visit their website at [www.nyc.gov/dot](http://www.nyc.gov/dot)

**DOT is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Project Manager</a>	<a href="#">Engineering, Architecture, &amp; Planning</a>	\$62,370 - \$93,587	1	Manhattan





**Job ID: 582898**

**Business Title:** [Project Manager](#)

**Division/Work Unit:** RRM Manhattan (Admin)

**Proposed Salary Range:** \$62,370 / \$71,726 - \$93,587 (Annual)

Under general supervision (of an Administrative Engineer), oversee, coordinate, and expedite citywide construction/milling projects being performed by contractors. Review schedules and reports prepared/submitted by consultants, contractors to assure compliance and timely completion. Develop job scopes & prepare drawings and cost estimates. Reviews and prepares payments packages to process the contractor's payment in timely manner. Work along with Area Supervisor & SHR to ensure the Contractor is complying with the safety and work standards. Assists HR's & ACHR's with their day-to-day paperwork. Work in conjunction with Clerical Associate responsible for data entry/retrieval related to contractor profile, contract status, reporting, reimbursement claims, and payment. Conduct pre and post site inspections; prepare reports and attend project initiation, status, and staff meetings. Ensure that all the proper paperwork has been secured or filed; interface with external units, private contractors/representatives, consultants, and engineers. Manage and maintain in-house management information systems (databases) to provide accurate and up-to-date information on milling projects and contracts. Utilize Microsoft Word, Excel, Access, AutoCAD, GIS, ArcGIS, NYCStreet (MOSIACS), and other in-house databases. Report to administrative Engineer of developing trends and problematic situation. Provide suggestions for corrective actions as needed.

### **Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration and one year of full-time satisfactory experience in project management work, such as planning, administering, managing, coordinating or expediting, for engineering and/or architectural and/or landscape architectural projects; or
2. A four year high school diploma or its educational equivalent and five years of experience as described in "1" above; or
3. A four year high school diploma or its educational equivalent plus any combination of the experience and/or college education as described in "1" above to make up the equivalent of five years of education and experience. One year of credit will be given for each 30 semester credits of college education leading to a baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration.

### **Preferred Skills**

Position requires physical outdoor work during field inspections in all types of weather conditions such as standing for extended periods of time, bending, stooping, and climbing over objects. Position requires the wearing hard hat/helmet, safety vest, safety boots, safety eyewear, DEET or other insect repellents, and other protective clothing and equipment. Position involves working in areas that are hot, cold, damp, dark, dusty, smoky, or acrid. Locations may involve encounters with rodents and insects

### **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.

**Department of Social Services (DSS)**

The Department of Social Services (DSS) is comprised of the administrative units of the NYC Human Resources Administration (HRA) and the Department of Homeless Services (DHS). Through integrated management for HRA and DHS, client services can be provided more seamlessly and effectively. The City leverages shared services functions across agencies, which results in better day-to-day management and building an integrated mission across agencies.

For more information about the Department of Social Services visit their website at [www.nyc.gov/dss](http://www.nyc.gov/dss)

**DSS is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Case Manager</a>	<a href="#">Social Services</a>	\$46,318 - \$77,633	75	Bronx
<a href="#">Case Manager</a>	<a href="#">Social Services</a>	\$45,329 - \$52,128	78	Manhattan
<a href="#">Enrollment Specialist</a>	<a href="#">Social Services</a>	\$41,987 - \$48,170	7	Brooklyn
<a href="#">Nova Social Worker</a>	<a href="#">Social Services</a>	\$64,188 - \$72,623	18	Manhattan
<a href="#">Snap Eligibility Interviewer</a>	<a href="#">Social Services</a>	\$41,248 - \$62,333	50	Manhattan

**Job ID: 594084**

**Business Title: Case Manager**

**Division/Work Unit: FIA Operations-NM**

**Proposed Salary Range: \$46,318 - \$77,633 (Annual)**

Family Independence Administration's provides temporary help to individuals and families with social service and economic needs to assist them in reaching self-sufficiency via essential and diverse programs/services, such as: temporary cash assistance, SNAP, child care, eviction prevention services, adult protective services, job training, employment plans/support, domestic violence assistance, child support enforcement, etc.

The New York City Human Resources Administration (HRA) provides temporary help to individuals and families with social service and economic needs to assist them in reaching self-sufficiency via essential and diverse programs/services, such as: temporary cash assistance, supplemental nutrition assistance (also known as SNAP), child care, eviction prevention services, adult protective services, job training, employment plans/support, domestic violence assistance, child support enforcement, etc. The employees of the Family Independence Administration (FIA) help provide unique individual services to eligible New Yorkers aimed toward the achievement of long-term self-sufficiency.

The Division of Job Support Services provides temporary cash assistance, Supplemental Nutrition Assistance Program (SNAP), and public health insurance benefits to individuals and families who reside within the five boroughs of New York City. Job Center staff determines and monitors clients' eligibility for assistance which brings resources to people to help them move toward self-sufficiency.

The Family Independence Administration (FIA) is recruiting for seventy-five (75) Benefits Opportunity Specialists, to function as Case Managers, who will:

- Discuss, in a center, in assigned location, over the telephone, or participant's home, cash assistance eligibility requirements, conduct an interview, advise on the various benefits that may be available to an applicant or participant, request necessary eligibility documents, alternative to temporary cash assistance, elicit and record information concerning responsible relatives who may provide financial support and/or other supportive services; makes appropriate eligibility referrals,
- including referrals for eligibility verification, referrals for child support, employment/education services through discussion of participants and other household members' educational and employment background.
- Direct participants/clients to employment services for job search, training, and placement.
- Discuss barriers to employment and refer clients to additional services needed to remove these barriers; link participants to childcare, substance use screening and services, medical and/or other services, as appropriate. Initiate sanctions for clients who fail to meet their obligations. Ensure that supportive services are in place to allow clients to successful complete their employment/ engagement appointments.
- Screen applicants to determine whether an emergency need for cash, SNAP and/or medical assistance is apparent, or whether applicants may be assisted on a non-emergency basis, direct applicants through appropriate channels accordingly. Interview applicants in crisis, determine nature and extent of need; provides emergency assistance.
- Interview applicants to establish eligibility for assistance; elicit and record information concerning family composition, income, financial and other resources, employment history, responsible relatives, status of children, citizenship, and other relevant information.
- Describe the various services provided by the Agency, as well as the rules and regulations policies governing acceptance for and continuance of public assistance and other services; elicit and answer questions.
- Review available information and assesses current and/or potential financial resources, such as saving accounts, trust funds, property/real estate, insurance, securities, motor vehicles, as directed by agency policies related to financial eligibility.
- Make separate eligibility determinations for cash, SNAP and/or medical assistance; make financial calculations to determine cash assistance levels, include financial resources of the participants/ clients in these calculations and forward to supervisor for approval.
- Make manual and system driven, as well as written referrals; keep and update client records using agency tools and resources that operate in the Agency's system(s) of record and/or make computer entries; ensure that all records are complete and accurate and include all necessary documentation.

[TOP](#)

**Job ID: 594084**

**Business Title: Case Manager (Continued)**

**Division/Work Unit: FIA Operations-NM**

**Proposed Salary Range: \$46,318 - \$77,633 (Annual)**

**Minimum Qual Requirements**

1. A baccalaureate degree from an accredited college; or
2. A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience in social/human services, call centers, customer service, or a related setting performing either:
  - a. Interviewing, determining eligibility for and/or providing client benefits and services; or
  - b. Interviewing, determining eligibility for and/or providing employment planning and counseling services involving job development, skills assessment, and employment placement or other economic opportunity programming.
3. College credit from an accredited college may be substituted for this experience on the basis of 30 semester credits for 6 months of work experience.

**Additional Information**

In addition, the Human Resources Administration/Department of Social Services offers competitive salaries and the following benefits:

Generous Pension Plans (The New York Employees' Retirement System); 401(k) and 457 Roth's Retirement Savings Programs;

U.S. Savings Bonds Flexible Spending Program;

Health Benefits, Dental, Vision Coverage, Prescription Drug Program; Training and Professional Development;

Opportunity for Scholarship; College Savings Program; Paid Holidays and Generous Annual Leave;

**Job ID: 573897**

**Business Title:** Case Manager

**Division/Work Unit:** Hasa Hiv/Aids Svcs Admin-NM

**Proposed Salary Range:** \$45,329 - \$52,128 (Annual)

The HIV/AIDS Services Administration (HASA) is the primary mechanism within the Human Resources Administration (HRA) which expedites access to essential benefits such as medical, social, financial, and vocational programs to more than 32,000 individuals living with HIV, as well as 8,000+ affected families.

HASA provides intensive case management, rental assistance, emergency and permanent supportive housing, and assistance with applying for public benefits and services including Medicaid, food stamps and cash assistance. HASA also provides vocational services that prepare clients for employment. With counselors to help identify barriers to employment, clients can select vocational goals and receive support. Other HASA services include home care and homemaking services, mental health and substance use screening and treatment referrals, transportation assistance, referrals to community-based organizations, and SSI or SSD application and appeal.

**Newly Hired CASEWORKERS Will Receive \$44,009/YR + \$3,799/YR (DIFFERENTIAL BONUS)**

HASA Caseworkers directly serve clients living with HIV and their family members and play a critical role in their continued wellbeing by performing routine home visits and wellness checks; and immediately following up on any client who is in crisis or has an unmet immediate need. Caseworkers also assist clients in accessing emergency housing if they are homeless or need to relocate to more appropriate housing. Caseworker services assist HASA clients in staying connected to HIV primary care and related clinical services, accessing essential services and benefits, and maintaining affordable, permanent housing.

HIV/AIDS Services Administration (HASA) is recruiting for seventy-eight (78) Caseworkers to function as Case Managers in various locations in the 5 boroughs and will:

- Conduct mandated home visits to clients designated for monthly visit and inspecting home environment to assess and determine services needed. Home visits are mandated based on two days per week and any other time on an emergency basis.
- Perform individual and family assessments of clients' living environments.
- Assess the client's needs for specific benefits and services, including but not limited linkage, referral, and escort to clinical services, and housing search activities.
- Assist clients in meeting eligibility for and processing all requests for the different levels of services and benefits available, depending on the individual medical needs.

**Minimum Qual Requirements**

1. 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 by the Council for Higher Education Accreditation (CHEA).

**Additional Information:** Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the State Central Register for child abuse and maltreatment. State Central Register screening will be conducted prior to considering a candidate for employment as a Caseworker. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be assigned to any position which requires child-care responsibilities. Employees who have been the subject of such a report may be reassigned or terminated from employment from their positions as Caseworker.

**Preferred Skills**

- Two years' experience working with homeless individuals and families.
- Two years' experience with crisis intervention.
- Ability to work independently with minimal supervision.
- Bilingual in Spanish or French Creole.

**Job ID: 573897**

**Business Title: Case Manager (Continued)**

**Division/Work Unit: Hasa Hiv/Aids Svcs Admin-NM**

**Proposed Salary Range: \$45,329 - \$52,128 (Annual)**

**Additional Information**

NEWLY HIRED CASEWORKERS WILL RECEIVE \$44,009/YR + \$3,799/YR (DIFFERENTIAL BONUS)

**\*\*LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

In addition, the Human Resources Administration/Department of Social Services offers competitive salaries and the following benefits:

Generous Pension Plans (The New York Employees' Retirement System). 401(k) and Roth 457 Retirement Savings Programs.

U.S. Savings Bonds Flexible Spending Program.

Health Benefits, Dental, Vision Coverage, Prescription Drug Program. Training and Professional Development.

Opportunity for Scholarship; College Savings Program. Paid Holidays and Generous Annual Leave.

**Job ID: 575307**

**Business Title: Enrollment Specialist**

**Division/Work Unit: Municipal ID-NM**

**Proposed Salary Range: \$41,987 - \$48,170 (Annual)**

Former New York City Mayor Bill de Blasio launched a New York City municipal identification card, IDNYC, which is available to all New Yorkers. IDNYC aims to bridge the gap of those New Yorkers who don't have easy access to government issued photo identification, as well as drive access to both public and private resources.

Enrollment Specialists will be responsible for the enrollment of applicants at walk-in centers throughout the city. He/she will meet with the applicants, review all necessary documents, access the IDNYC enrollment database, and gather all necessary information from the applicant while completing the enrollment process. Enrollment will also include taking a photo of the applicant and scanning all documents into the database. As the Enrollment Specialist will be dealing with highly sensitive documents, confidentiality and discretion is important to the role.

IDNYC is recruiting for seven (7) Community Associates to function as Enrollment Specialists. Reporting directly to the Intake Supervisor, IDNYC, the Enrollment Specialists will:

- Review applicant's documents for completeness; ensure IDNYC applicants have all necessary paperwork and documentation required to complete the IDNYC enrollment process.
- Notify applicants of required or missing documentation and inform applicants of how to obtain official documents from local, state and or federal government agencies, if necessary.
- Navigate the enrollment database; scan all authenticated official documents into the Municipal ID database; data-enter all demographic and relevant applicant information necessary to process the completed application; and ensure that all information is entered accurately.
- Use specialized equipment to review the authenticity of documents presented.
- Ensure that all original documents submitted by applicants are reviewed using only the designated, specialized equipment and process adhering to strict confidentiality protocols and procedures.
- Take photos of applicants for the IDNYC card and gather electronic signatures utilizing Municipal ID program cameras and equipment; and be responsible for the care and maintenance of such equipment.
- Finalize and submit the applicant's complete IDNYC package and provide receipts.
- Create, organize, schedule and present information to community audiences via public speaking (conducting information sessions and setting up information tables), flyers, brochures, and other relevant mediums.
- Coordinate efforts to facilitate communications at various sites throughout the five boroughs of New York City to support applicants in the IDNYC enrollment process, and provide adequate personnel coverage. Program.

### **Minimum Qual Requirements**

#### Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

### **Preferred Skills**

- Multilingual a plus.

### **Additional Information**

#### **\*\*LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**Job ID: 575307**

**Business Title:** [Enrollment Specialist \(Continued\)](#)

**Division/Work Unit:** Municipal ID-NM

**Proposed Salary Range:** \$41,987 - \$48,170 (Annual)

**Additional Information (Continued)**

In addition, the Human Resources Administration/Department of Social Services offers competitive salaries and the following benefits:

Generous Pension Plans (The New York Employees' Retirement System); 401(k) and 457 Roth's Retirement Savings Programs;

U.S. Savings Bonds Flexible Spending Program;

Health Benefits, Dental, Vision Coverage, Prescription Drug Program; Training and Professional Development;

Opportunity for Scholarship; College Savings Program; Paid Holidays and Generous Annual Leave;



**Job ID: 545961**

**Business Title:** Nova Social Worker

**Division/Work Unit:** Domestic Violence-NM

**Proposed Salary Range:** \$64,188.00 - \$ 72,623.00 (Annual)

The Office of Domestic Violence is the primary mechanism through which the City of New York provides emergency shelter and social services to victims of domestic violence and sexual assault. ODV oversees the largest network of domestic violence services in the country. These NYS mandated shelter and community-based programs provide prevention and intervention services, crisis counseling, advocacy and legal services to help families and individuals impacted by domestic violence. The programs administered by ODV include the Domestic Violence Shelter program, the Domestic Violence Hotline, the No Violence Again (NoVA) program, the Domestic Violence Liaison Unit (DVLU) and Anti-Domestic Violence Eligibility Needs Team (ADVENT), Non-Residential Domestic Violence Services, Alternative to Shelter (ATS) and Domestic Violence Aftercare Program (DVAP), Domestic Violence Intervention Education and Prevention (DVIEP) program, and Teen Relationship Abuse Prevention Program (RAPP).

The NoVA (No Violence Again) Program addresses the needs of domestic violence victims seeking emergency housing from the Department of Homeless Services (DHS) and provides assessment, crisis counseling and referrals to domestic violence shelters, information about entitlements, advocacy and group counseling and a wide range of other services includes legal intervention. The NoVA program consists of the Assessment Units located at the DHS PATH Family Intake Center and the DHS Adult Family Intake Center (AFIC) and the NoVA Outstation Project located in selected DHS shelters. Clients are referred to NoVA when presenting with issues of domestic violence that could be contributing to the need for homeless services.

The Office of Domestic Violence/PATH is recruiting for (18) eighteen Social Workers to function as NoVA Social Workers who will:

- Provide on-site direct counseling services to clients. Formulate an evaluation and treatment plan for clients.
- Assess service needs and provide individual counseling services to clients.
- Make appropriate referrals to social/other services, as needed. Follow up to ensure receipt of services.
- Provide advocacy services, as required.
- Maintain case records for each client with required information. Maintain statistical and written records, as required.
- Provide services in centrally based or out-stationed Human Resources Administration (HRA) and Department of Homeless Services (DHS) facilities.

### **Minimum Qual Requirements**

#### Qualification Requirements

A Master's Degree in Social Work from an accredited school of social work.

### **License Requirements**

You will be required to have a valid Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) license issued by the New York State Department of Education within one year of the date of appointment. This license must be presented to the appointing officer at the time of appointment or, if it is obtained after appointment, at the time it is received. This license must be maintained for the duration of your employment.

If you fail to obtain your LMSW or LCSW license within one year of the date of appointment, your probationary period will be automatically extended for six months. If you fail to obtain the required license by the end of 18 months of service, you will be terminated.

### **Special Note**

Section 424-a of the New York Social Service Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The agency has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.

**Job ID: 545961**

**Business Title: Nova Social Worker (Continued)**

**Division/Work Unit: Domestic Violence-NM**

**Proposed Salary Range: \$64,188.00 - \$ 72,623.00 (Annual)**

**Additional Information**

**\*\*LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DSS/HRA/DHS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

In addition, the Human Resources Administration/Department of Social Services offers competitive salaries and the following benefits:

Generous Pension Plans (The New York Employees' Retirement System). 401(k) and Roth 457 Retirement Savings Programs.

U.S. Savings Bonds Flexible Spending Program.

Health Benefits, Dental, Vision Coverage, Prescription Drug Program. Training and Professional Development.

Opportunity for Scholarship; College Savings Program. Paid Holidays and Generous Annual Leave.

**Job ID: 594008**

**Business Title: Snap Eligibility Interviewer**

**Division/Work Unit: FIA Food Stamps-NM**

**Proposed Salary Range: \$41,248 - \$62,333 (Annual)**

The New York City Human Resources Administration (HRA) provides temporary help to individuals and families with social service and economic needs to assist them in reaching self-sufficiency via essential and diverse programs/services, such as: temporary cash assistance, supplemental nutrition assistance, childcare, eviction prevention services, adult protective services, job training, employment plans/support, domestic violence assistance, child support enforcement, etc. The employees of the Family Independence Administration (FIA) help provide unique individual services to eligible New Yorkers aimed toward the achievement of long-term self-sufficiency.

The Family Independence Administration (FIA) operates HRA's Job and Supplemental Nutrition Assistance Program (SNAP) Centers, administering Cash Assistance, including Emergency Assistance, SNAP benefits, and medical assistance for those receiving Cash Assistance. FIA works to help clients reach their maximum level of self-sufficiency and overcome any barriers to employment.

The Family Independence Administration (FIA) is recruiting for fifty (50) Eligibility Specialist level II's to function as Snap Eligibility Interviewers who will:

- Determine and verify initial and on-going applicant/client eligibility for SNAP benefits through interviews.
- Instruct and advise applicants/participants on proper procedures and appropriate forms to utilize.
- Compute and determine the amount of financial assistance for SNAP benefits by reviewing, obtaining, and verifying pertinent data for proper disbursements.
- Receive and review documents submitted by applicants/participants to ensure compliance with Agency guidelines and procedures in order to determine eligibility.
- Recommend statistical/financial changes by reviewing and comparing actual payment file with information provided by clients to ensure Agency eligibility requirements are met.
- Prepare eligibility forms through received data, verification of accuracy, and review of authorization in order to initiate appropriate service.
- Perform other duties as assigned.

#### **Minimum Qual Requirements**

1. Completion of 60 semester credits at an accredited college; or
2. A four-year high school diploma or its educational equivalent and two years of full-time satisfactory experience in one or more of the following areas; performing the work described below:
  - a. Interviewing, gathering information and/or preparing necessary documentation for the purpose of making decisions concerning eligibility for public assistance or unemployment, health benefits, social security, casualty, property or liability insurance, or other similar benefits; or
  - b. Performing bookkeeping, bank teller duties, housing office teller duties, purchasing agent, assistant store manager, sales representative responsible for accounts, or customer service representative responsible for making determinations; or
  - c. Dealing with social service agencies or aiding individuals in solving housing, social, financial or health problems as a community organization representative; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. College education may be substituted for the experience in "2" above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must have at least a four year high school diploma or its educational equivalent.

#### **Special Note**

Work experience which provides only incidental opportunities to perform the job duties as described in "2a", "2b" and "2c" above are not acceptable for meeting the minimum qualification requirements.

Examples of unacceptable work experience include, but are not limited to, experience as a token clerk, check-out clerk, sales clerk, teacher's aide, cashier, receptionist or secretary.

#### **Additional Information**

In addition, the Human Resources Administration/Department of Social Services offers competitive salaries and the following benefits:

[TOP](#)

**Job ID: 594008**

**Business Title:** [Snap Eligibility Interviewer \(Continued\)](#)

**Division/Work Unit:** FIA Food Stamps-NM

**Proposed Salary Range:** \$41,248 - \$62,333 (Annual)

**Additional Information (Continued)**

Generous Pension Plans (The New York Employees' Retirement System); 401(k) and 457 Roth's Retirement Savings Programs;

U.S. Savings Bonds Flexible Spending Program;

Health Benefits, Dental, Vision Coverage, Prescription Drug Program; Training and Professional Development;

Opportunity for Scholarship; College Savings Program; Paid Holidays and Generous Annual Leave;

**Department of Youth and Community Development (DYCD)**

The New York City Department of Youth and Community Development (DYCD) invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.

DYCD supports New York City youth and their families by funding a wide range of high-quality youth and community development programs, including:

- After School
- Community Development
- Family Support
- Literacy Services
- Youth Services
- Youth Workforce Development

For more information about the Department of Youth and Community Development visit their website at [www.nyc.gov/dycd](http://www.nyc.gov/dycd)

**DYCD is offering on-the-spot interviews**

**\*See agency for information about available positions**



**Fire Department of the City of New York (FDNY)**

The Fire Department of the City of New York (FDNY) is the largest Fire Department in the United States and universally is recognized as the world's busiest and most highly skilled emergency response agency. The Department's main goal is to provide fire protection, emergency medical care, and other critical public safety services to residents and visitors in the five boroughs.

Since its inception in 1865, FDNY has helped lead efforts to make New York the safest big city in the nation. This accomplishment requires a steadfast and daily commitment to maintaining the Department's core values. To that end, FDNY members are sworn to serve and protect life and property.

FDNY not only responds to more than a million emergencies every year, its personnel also strive to prevent them by continually educating the public on fire, life safety and disaster preparedness, along with enforcing public safety codes

For more information about the New York City Fire Department visit their website at [www.nyc.gov/fdny](http://www.nyc.gov/fdny)

**FDNY is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">EMS Trainee</a>	Health			
<a href="#">EMT Certified</a>	Health			
<a href="#">Firefighter</a>	Public Safety, Inspections, & Enforcement			



**Job ID: N/A**

**Business Title: EMS Trainee**

**Division/Work Unit: N/A**

**Proposed Salary Range: See Agency Representative**

EMS members respond to emergency calls, perform medical services in the field and transport patients to hospitals.



**Job ID: N/A**

**Business Title:** [EMT Certified](#)

**Division/Work Unit: N/A**

**Proposed Salary Range: See Agency Representative**

EMS members respond to emergency calls, perform medical services in the field and transport patients to hospitals.





**Job ID: N/A**

**Business Title: [Firefighter](#)**

**Division/Work Unit: N/A**

**Proposed Salary Range: See Agency Representative**

The community counts on FDNY Firefighters to respond to emergency situations and protect the public. This includes extinguishing fires, technical rescues, responding to biological and chemical threats and more. Firefighters are depended on to promote fire safety and enforce fire safety standards.

**Health + Hospitals (H + H)**

NYC Health + Hospitals is the nation’s largest municipal health care delivery system in the United States dedicated to providing the highest quality health care services to all New Yorkers with compassion, dignity and respect, and regardless of immigration status or ability to pay.

We are an integrated network of hospitals, community-based health centers, long-term care and rehabilitation facilities, home care services, correctional health services and a health plan, MetroPlus. Our diverse team of health care professionals – 45,000 strong – provide culturally responsive care to more than one million patients every year in more than 70 patient care locations across the five boroughs of New York City.

For more information about the Health + Hospital (H + H) visit their website at [www.nychealthandhospitals.org](http://www.nychealthandhospitals.org)

**H + H is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Asst. Coordinating Manager</a>	<a href="#">Administration &amp; Human Resources</a>	\$47,418 - \$54,531		Queens
<a href="#">Clerical Associate - L III (Hourly - 21 Hours Per Week)</a>	<a href="#">Clerical / Administrative</a>	\$21.76 - \$21.76		Brooklyn
<a href="#">Clerical Associate - L III (Hourly - 21 Hours Per Week)</a>	<a href="#">Clerical / Administrative</a>	\$21.76 - \$21.76		Brooklyn
<a href="#">Clerical Associate - L III (Hourly - 21 Hours Per Week)</a>	<a href="#">Clerical / Administrative</a>	\$21.76 - \$25.03		Brooklyn
<a href="#">Clerical Associate - L III (Part-Time)</a>	<a href="#">Clerical / Administrative</a>	\$21.76 - \$25.03		Brooklyn
<a href="#">Clerical Associate - L III (Provisional Appointment)</a>	<a href="#">Clerical / Administrative</a>	\$39,763 - \$45,728		Brooklyn
<a href="#">Clerical Associate - L III (Provisional Appointment)</a>	<a href="#">Clerical / Administrative</a>	\$39,763 - \$45,728		Brooklyn
<a href="#">Clerical Associate - L III (Provisional Appointment)</a>	<a href="#">Clerical / Administrative</a>	\$39,763 - \$45,728		Brooklyn
<a href="#">Clerical Associate - L III *Provisional*</a>	<a href="#">Clerical / Administrative</a>	\$39,763 - \$45,728		Manhattan
<a href="#">Clerical Associate - L III *Provisional*</a>	<a href="#">Clerical / Administrative</a>	\$39,763 - \$45,728		Manhattan
<a href="#">Clerical Associate - L III Inpatient (Provisional)</a>	<a href="#">Clerical / Administrative</a>	\$39,763 - \$45,728		Brooklyn
<a href="#">Clerical Associate - Level IV (Provisional Appointment)</a>	<a href="#">Clerical / Administrative</a>	\$43,728 - \$50,287		Brooklyn
<a href="#">Service Aide - Part Time (Metropolitan)</a>	<a href="#">Health</a>	\$23,469 - \$23,469		Manhattan

Elmhurst Hospital Center (EHC) is the major tertiary care provider in the borough of Queens. The hospital is comprised of 545 beds and is a Level I Trauma Center, an Emergency Heart Care Station and a 911 Receiving Hospital. It is the premiere health care organization for key areas such as Surgery, Cardiology, Women's Health, Pediatrics, Rehabilitation Medicine, Renal and Mental Health Services.

Under general supervision, with latitude for independent judgment and initiative, assists in the planning, organizing, controlling and coordinating of administrative and office operations in a variety of organizational settings and modalities in the delivery of business and management support systems, health care and patient support systems. Integrates these programs, functions and services with other hospitals and Central Office sectors to maximize optimal levels of performance in the coordinations of such activities.

1. Conducts studies related to the service/program and analyzes modifications and development of systems and procedures to improve departmental operations. Makes recommendations and implements.
2. Assists in planning for the service/program through consultation with management and professional staff and other associated health care fields in order to coordinate joint patient and management objectives.
3. Serves as liaison between department administrative, technical and professional divisions and Central Office management.
4. Assists in budgetary planning, reviews operating costs, performs cost studies and prepares department budgets.
5. Assists in planning, development and may conduct training programs to maintain proficiency of personnel and for use of new equipment and implementation of methods and procedures.
6. Evaluates office production, revises procedures or devises new forms or methods to improve efficiency of work flow.
7. Reviews official directives and correspondence to ascertain such data as changes prescribed in Corporate, facility or department programs, policies, procedures and new assignments or responsibilities delegated to office.
8. Establishes uniform correspondence procedures and style practices.
9. Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records.
10. May provide for administrative supervision for a program of comprehensive health service of professional and non-professional staff and related health care personnel.
11. Is responsible for employee supervision, performance and employee development of assigned personnel in areas of responsibility and accountability.
12. Supervises the office administration and office record keeping activities of the department.
13. Assigns and schedules staff on basis of workload, space and equipment.
14. Reviews, prepares and rewrites operational manuals and procedures.
15. May represent the departmental administrator in external contracts with community organizations and agencies as required.

**Minimum Qualifications**

1. A Baccalaureate Degree from an accredited college or university in Business Administration, Community Health, Psychology or related discipline with one year of full-time experience in a supervisory or administrative capacity in business management systems, general administration, health care and medical/patient systems administration; or,
2. A satisfactory combination of education, training and experience.

Please be advised that proof of Covid-19 vaccination is required prior to hire.

NYC Health and Hospitals offers a competitive benefits package that includes:

- Comprehensive Health Benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness Programs for eligible employees
- Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discounts programs

**Job ID: 94941**

**Business Title: Clerical Associate - L III (Hourly - 21 Hours Per Week)**

**Division/Work Unit: CON01 T7W MED/SURG ICU**

**Proposed Salary Range: \$21.76 - \$21.76 (Hourly)**

**Purpose:**

Under the direction of the Head Nurse or Charge Nurse, provides clerical duties/functions on patient units to maintain appropriate unit.

**Specific Duties and Responsibilities:**

- Compile and maintain patients' charts, (current and old); file the needed information daily.
- Compile census data for reports; keep accurate unit census; call admitting to report admissions, discharges, transfers, and expirations including the date and time; assist physicians with the location of charts; maintain chart tracks.
- Operate and maintain telephone coverage on the unit; deliver written/oral messages promptly and accurately; place calls and page staff upon requested.
- Answers automated call bell system and maintain system with staff names each shift.
- Participate in the reception of patients and visitors to the unit and answer their questions cordially.
- Order and pick up needed stationary/central supplies for the unit as told by the Head/Charge Nurse; keep nurses' station neat; update bulletin boards; check bed cards/ID bracelets daily and replace as necessary.
- May perform incidental typing; post unit conferences/schedules as approved by Head Nurse; distribute and forward mail, flowers, and packages.
- Assist in orientation of other personnel in clerical duties.
- Ensure timely pick-up for deliveries to laboratory.
- Utilize EPIC system to monitor patients on unit, order patient transport, send specimens, blood slips, schedule transfers and track pending and confirmed discharges, make necessary discharge specialty clinic appointments.

**Minimum Qualifications**

1. A four-year High School Diploma or its educational equivalent and 18 months of satisfactory clerical experience.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**Job ID: 95524**

**Business Title:** Clerical Associate - L III (Hourly - 21 Hours Per Week)

**Division/Work Unit:** NURSING

**Proposed Salary Range:** \$21.76 - \$21.76 (Hourly)

**Purpose:**

Under the direction of the Director of Service recruits nursing personnel to ensure adequate staffing on the in-patient units.

**Specific Duties and Responsibilities:**

- Recruits Nurses, Per Diem Nurses, and Nurse's Aides to ensure adequate staffing for a period of time specified by the Staffing Director.
- Provides telephone coverage for the office, writes sick calls in the book and crosses people off the staffing sheets.
- Maintains daily staffing for the Nursing in-patient units (excludes BH units)
- Inputs daily staffing changes in the Clairvia staffing system.
- Provides coverage for the main Nursing Office as designated on weekends and holidays. When covering the main Nursing Office, is responsible for assuring and verifying staffing on the nursing units. Recruits nurses and nurse's aides for the on call Administrator on Duty when necessary.

**Minimum Qualifications**

1. A high school diploma or its educational equivalent; and
2. Six (6) months of full-time satisfactory clerical experience and/or experience interacting with the public, such as processing sales; taking, processing, and delivering orders; obtaining and dispensing information; listening to and resolving customers concerns, problems, and complaints; and/or performing related customer service activities.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

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At NYC Health + Hospitals, our mission is to deliver high quality care health services, without exception. Every employee takes a person-centered approach that exemplifies the ICARE values (Integrity, Compassion, Accountability, Respect, and Excellence) through empathic communication and partnerships between all persons.

Under the direction of the Head Nurse or Charge Nurse, provides clerical duties/functions on patient units to maintain appropriate unit.

**Specific Duties and Responsibilities:**

The Unit Receptionist is charged with and responsible for:

Compile and maintain patients' charts, (current and old); file the needed information daily.

Compile census data for reports; keep accurate unit census; call admitting to report admissions, discharges, transfers, and expirations including the date and time; assist physicians with the location of charts; maintain chart tracks.

Operate and maintain telephone coverage on the unit; deliver written/oral messages promptly and accurately; place calls and page staff upon requested.

Answers automated call bell system and maintain system with staff names each shift.

Participate in the reception of patients and visitors to the unit and answer their questions cordially.

Order and pick up needed stationary/central supplies for the unit as told by the Head/Charge Nurse; keep nurses' station neat; update bulletin boards; check bed cards/ID bracelets daily and replace as necessary.

May perform incidental typing; post unit conferences/schedules as approved by Head Nurse; distribute and forward mail, flowers, and packages.

Assist in orientation of other personnel in clerical duties.

Ensure timely pick-up for deliveries to laboratory.

Utilize EPIC system to monitor patients on unit, order patient transport, send specimens, blood slips, schedule transfers and track pending and confirmed discharges, make necessary discharge specialty clinic appointments.

**Minimum Qualifications**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; and
2. Eighteen (18) months of full-time satisfactory clerical experience.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**Department Preferences**

- Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.
- Multitasking skills and good communication skills are required.

Please be advised that proof of Covid-19 vaccination is required prior to hire.

NYC Health and Hospitals offers a competitive benefits package that includes:

- Comprehensive Health Benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness Programs for eligible employees
- Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discounts programs

**Job ID: 91266**

**Business Title:** Clerical Associate - L III (Part-Time)

**Division/Work Unit:** Environmental Services

**Proposed Salary Range:** \$21.76 - \$25.03 (Hourly)

Since 1875, South Brooklyn Health has established its reputation for clinical excellence and culturally competent care. It has designations as a Certified Percutaneous Coronary Intervention (PCI) Center, an Advanced Primary Stroke Center, an accredited Baby-Friendly Hospital, a U.S. News & World Report high performing hospital. The hospital's staff is as diverse as the patients they serve. Interpreter services can be provided at any time of the day or night in over 130 languages.

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Under direct supervision, performs clerical related office activities utilizing manual and automated office systems in the Environmental Services Department. Performs related duties as required.

**Specific Duties and Responsibilities:**

- Performs responsible clerical work in administrative and operational functions by processing, recording, checking and maintaining records including but not limited to Administratively: personnel administration, payroll, accounts, budgeting, methods and organization, employee benefits administration, and Operationally: waste manifests, daily schedules, overtime request, etc.
- Prepares reports and completes assignments from the Manager/Director or designee in an accurate and timely manner.
- Operates and maintains the EVS Command Center efficiently for bed cleaning requests.
- Operates the Environmental Services multi-line phone system and maintains an accurate Call Log.
- Files and maintains records manually and electronically including but not limited to employee files, attendance monitoring cards, Regulated Medical Waste manifests, and EVS Operational databases.
- Assists employees with special request and needs to facilitate departmental function.
- Assists with vendors including but not limited to (Approved Waste Management, Action Carting, EcoLab, Curtain Care, Cintas, Iron Mountain).

**Minimum Qualifications**

1. A four-year High School Diploma or its educational equivalent and one year of satisfactory clerical experience.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**Department Preferences**

Knowledge, Skills and Abilities:

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Skilled in critical thinking, organization, and attention to detail.
- Ability to effectively communicate, multi-tasks, and manage time.
- Ability to work in a public setting with a customer service focus on interpersonal interactions, communication and problem solving.

Please be advised that proof of Covid-19 vaccination is required prior to hire.

NYC Health and Hospitals offers a competitive benefits package that includes:

- Comprehensive Health Benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness Programs for eligible employees
- Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discounts programs

**Job ID: 92816**

**Business Title: Clerical Associate - L III (Provisional Appointment)**

**Division/Work Unit: CON01 T8E MED/SURG**

**Proposed Salary Range: \$39,763 - \$45,728 (Annual)**

Under the direction of the Head Nurse or Charge Nurse, provides clerical duties/functions on patient units to maintain appropriate unit.

**Specific Duties and Responsibilities:**

The Unit Receptionist is charged with and responsible for:

Compile and maintain patients' charts, (current and old); file the needed information daily.

Compile census data for reports; keep accurate unit census; call admitting to report admissions, discharges, transfers, and expirations including the date and time; assist physicians with the location of charts; maintain chart tracks.

Operate and maintain telephone coverage on the unit; deliver written/oral messages promptly and accurately; place calls and page staff upon requested.

Answers automated call bell system and maintain system with staff names each shift.

Participate in the reception of patients and visitors to the unit and answer their questions cordially.

Order and pick up needed stationary/central supplies for the unit as told by the Head/Charge Nurse; keep nurses' station neat; update bulletin boards; check bed cards/ID bracelets daily and replace as necessary.

May perform incidental typing; post unit conferences/schedules as approved by Head Nurse; distribute and forward mail, flowers, and packages.

Assist in orientation of other personnel in clerical duties.

Ensure timely pick-up for deliveries to laboratory.

Utilize EPIC system to monitor patients on unit, order patient transport, send specimens, blood slips, schedule transfers and track pending and confirmed discharges, make necessary discharge specialty clinic appointments.

**Minimum Qualifications**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; and
2. Eighteen (18) months of full-time satisfactory clerical experience.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**Department Preferences**

- Multitasking skills and good communication skills are preferred.

Please be advised that proof of Covid-19 vaccination is required prior to hire.

NYC Health and Hospitals offers a competitive benefits package that includes:

- Comprehensive Health Benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness Programs for eligible employees
- Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discounts programs



**Job ID: 93192**

**Business Title: Clerical Associate - L III (Provisional Appointment)**

**Division/Work Unit: CON01 SB G9W MED/SURG**

**Proposed Salary Range: \$39,763 - \$45,728 (Annual)**

Under the direction of the Head Nurse or Charge Nurse, provides clerical duties/functions on patient units to maintain appropriate unit.

**Specific Duties and Responsibilities:**

The Unit Receptionist is charged with and responsible for:

Compile and maintain patients' charts, (current and old); file the needed information daily.

Compile census data for reports; keep accurate unit census; call admitting to report admissions, discharges, transfers, and expirations including the date and time; assist physicians with the location of charts; maintain chart tracks.

Operate and maintain telephone coverage on the unit; deliver written/oral messages promptly and accurately; place calls and page staff upon requested.

Answers automated call bell system and maintain system with staff names each shift.

Participate in the reception of patients and visitors to the unit and answer their questions cordially.

Order and pick up needed stationary/central supplies for the unit as told by the Head/Charge Nurse; keep nurses' station neat; update bulletin boards; check bed cards/ID bracelets daily and replace as necessary.

May perform incidental typing; post unit conferences/schedules as approved by Head Nurse; distribute and forward mail, flowers, and packages.

Assist in orientation of other personnel in clerical duties.

Ensure timely pick-up for deliveries to laboratory.

Utilize EPIC system to monitor patients on unit, order patient transport, send specimens, blood slips, schedule transfers and track pending and confirmed discharges, make necessary discharge specialty clinic appointments.

**Minimum Qualifications**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; and
2. Eighteen (18) months of full-time satisfactory clerical experience.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**Department Preferences**

- Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute preferred.
- Multitasking skills and good communication skills are preferred.

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**Work Shifts**

8:00 A.M – 4:00 P.M

Under the general supervision of the Coordinating Manager of Ambulatory Care, the Clerical III is responsible for the daily processing of patients into the clinic services via the EMR and other tasks as required.

**Specific Duties and Responsibilities:**

The Clerical Associate III is charged with and responsible for:

1. Assist in advancing Press Ganey scores by treating all patients in a courteous and respectful manner with special regard to confidentiality.
2. Verifies insurance and all demographic patient information via EPIC, Omnipro, EPACES, insurance portals, telephone or fax.
3. Provide patients with appointments in Epic (when applicable) to all clinics as needed.
4. If ineligible for insurance schedules patient to a financial counselor.
5. Scan required proof of income, identification etc. into EPIC and follow-up to obtain any missing documentation.
6. Process (open and close), as appropriate, visits for clinic sessions in Epic within prescribed time-frames.
7. Register (Check in and check out) patients utilizing Epic
8. Pre-register patients via telephone to ensure quick check in at arrival
9. Copy rehab after visit notes along with insurance authorizations and distribute to Physical/Occupational/Speech Therapy as appropriate
10. Determine and open/register/schedule appointments as confidential when required.
11. Maintain work list in Epic as appropriate, and reschedule patients as needed.
12. Work the queues to correct registration errors.
13. Work the referral work queue and schedule appointments with patients' approvals of dates and times
14. Determine use of language line when necessary.
15. Appropriately direct patients to other hospital services as needed.
16. Assist with taking messages for Physicians as needed.
17. Courteously and properly handle or refer all calls received.
18. Must be able to work rotating shifts, evenings and weekends.
19. Collect payments as necessary
20. General clerical functions.
21. Other duties as required.

**Minimum Qualifications**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; and
2. Six (6) months of full-time satisfactory clerical experience.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

NYC Health + Hospitals/Bellevue is America's oldest public hospital, established in 1736. Affiliated with the NYU School of Medicine, the 844-bed hospital is a major referral center for highly complex cases, with its 6,000 employees including highly skilled, interdisciplinary clinical staff. It sees more than 110,000 emergency room visits and 500,000 outpatient visits annually. Bellevue is an academic medical institution of international renown. We have served as an incubator for major innovations in public health, medical science, and medical education. Bellevue is a Level I Trauma Center delivering around-the-clock care in adult, pediatric, psychiatric and pediatric psychiatric emergencies as well as in the nationally-designated categories of cardiology, neurology, toxicology, and neonatology. In addition to providing comprehensive inpatient and outpatient state-of-the-art care Bellevue is a city-wide medical specialty referral source. Bellevue's clinical centers of excellence include: Emergency Medicine and Trauma Care; Cardiovascular Services; Designated Regional Perinatal Center and Neonatal Intensive Care Unit (ICU); Comprehensive Children's Psychiatric Emergency Program; and Cancer Services. At NYC Health + Hospitals, our mission is to deliver high quality care health services, without exception. Every employee takes a person-centered approach that exemplifies the ICARE values (Integrity, Compassion, Accountability, Respect, and Excellence) through empathic communication and partnerships between all persons.

**Job Responsibilities:**

- Supervises and instructs a small unit of group(s) engaged in clerical activities.
- Plans, assigns and reviews the work of subordinates, and is generally responsible for the satisfactory completion of the work performed in the unit or group(s).
- Serves as principal assistant to the Supervisor of a large section or unit.
- Performs moderately difficult and responsible clerical work in maintaining and checking various kinds of records.
- Assists in preparing and arranging for services and activities in connection with receptions and other public functions.
- Supervises the operation of one or more multiple switchboards.
- Performs moderately difficult data entry and retrieval using a video display terminal or other automated office systems and/or supervises and instructs staff in such routine functions.
- Arrange for transportation within the hospital setting.
- Answer telephones in a timely and professional manner.
- Facilitate communication between MD, RNs, and other staff and hospital services.
- Performs all other duties as assigned by Supervisor and/or designee.

**Minimum Qualifications**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; and
2. Eighteen (18) months of full-time satisfactory clerical experience.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Please be advised that proof of Covid-19 vaccination is required prior to hire.

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- Comprehensive Health Benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness Programs for eligible employees
- Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discounts programs

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**Job Responsibilities:**

- Supervises and instructs a small unit of group(s) engaged in clerical activities.
- Plans, assigns and reviews the work of subordinates, and is generally responsible for the satisfactory completion of the work performed in the unit or group(s).
- Serves as principal assistant to the Supervisor of a large section or unit.
- Performs moderately difficult and responsible clerical work in maintaining and checking various kinds of records.
- Assists in preparing and arranging for services and activities in connection with receptions and other public functions.
- Supervises the operation of one or more multiple switchboards.
- Performs moderately difficult data entry and retrieval using a video display terminal or other automated office systems and/or supervises and instructs staff in such routine functions.
- Arrange for transportation within the hospital setting.
- Answer telephones in a timely and professional manner.
- Facilitate communication between MD, RNs, and other staff and hospital services.
- Performs all other duties as assigned by Supervisor and/or designee.

**Minimum Qualifications**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; and
2. Eighteen (18) months of full-time satisfactory clerical experience.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

**How To Apply**

Please be advised that proof of Covid-19 vaccination is required prior to hire.

NYC Health and Hospitals offers a competitive benefits package that includes:

- Comprehensive Health Benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness Programs for eligible employees
- Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discounts programs

**Job ID: 95523**

**Business Title:** Clerical Associate - L III Inpatient (Provisional)

**Division/Work Unit:** CON01 T3W MED/SURG

**Proposed Salary Range:** \$39,763 - \$45,728 (Annual)

Since 1875, South Brooklyn Health has established its reputation for clinical excellence and culturally competent care. It has designations as a Certified Percutaneous Coronary Intervention (PCI) Center, an Advanced Primary Stroke Center, an accredited Baby-Friendly Hospital, a U.S. News & World Report high performing hospital. The hospital's staff is as diverse as the patients they serve. Interpreter services can be provided at any time of the day or night in over 130 languages.

**Work Shifts**

4:00 P.M – 12:00 A.M

**Purpose:**

Under the direction of the Head Nurse or Charge Nurse, provides clerical duties/functions on patient units to maintain appropriate unit.

**Specific Duties and Responsibilities:**

- Compile and maintain patients' charts, (current and old); file the needed information daily.
- Compile census data for reports; keep accurate unit census; call admitting to report admissions, discharges, transfers, and expirations including the date and time; assist physicians with the location of charts; maintain chart tracks.
- Operate and maintain telephone coverage on the unit; deliver written/oral messages promptly and accurately; place calls and page staff upon requested.
- Answers automated call bell system and maintain system with staff names each shift.
- Participate in the reception of patients and visitors to the unit and answer their questions cordially.
- Order and pick up needed stationary/central supplies for the unit as told by the Head/Charge Nurse; keep nurses' station neat; update bulletin boards; check bed cards/ID bracelets daily and replace as necessary.
- May perform incidental typing; post unit conferences/schedules as approved by Head Nurse; distribute and forward mail, flowers, and packages.
- Assist in orientation of other personnel in clerical duties.
- Ensure timely pick-up for deliveries to laboratory.
- Utilize EPIC system to monitor patients on unit, order patient transport, send specimens, blood slips, schedule transfers and track pending and confirmed discharges, make necessary discharge specialty clinic appointments.
- Keyboard familiarity with the ability to type a minimum of 100 key strokes (20 words) per minute.
- Multitasking skills and good communication skills are required.

**Minimum Qualifications**

1. A high school diploma or its educational equivalent;
2. Six (6) months of full-time satisfactory clerical experience and/or experience interacting with the public, such as processing sales; taking, processing, and delivering orders; obtaining and dispensing information; listening to and resolving customers concerns, problems, and complaints; and/or performing related customer service activities.

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Please be advised that proof of Covid-19 vaccination is required prior to hire.

**NYC Health and Hospitals offers a competitive benefits package that includes:**

- Comprehensive Health Benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness Programs for eligible employees
- Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discounts programs

**Job ID: 95117**

**Business Title:** Clerical Associate - Level IV (Provisional Appointment)

**Division/Work Unit:** Referral Center

**Proposed Salary Range:** \$43,728 - \$50,287 (Annual)

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**Work Shifts**

9:00 A.M – 5:00 P.M

**Purpose:**

The Clerical Associate Level IV reports directly to the Associate Director of the Referral Office for Community Health Network (CHN). This role is to provide administrative & customer support services to the Referral Office for Community Providers and Agencies referring to NYC H+H/Coney Island for clinical and ancillary services.

**Specific Duties and Responsibilities:**

The Clerical Associate IV is charged with and responsible for:

1. Serves as patient outreach advocate and appointment scheduler for all accepted HMO insurance companies.
2. Ensures an accurate daily count of all outreach metrics to measure daily performance.
3. Participates in the HEDIS and QARR measuring the performance of health plans and their participating practitioners on important aspects of preventive, acute and chronic health care.
4. Understands Community Health networks HN's values, related systems and value creations philosophy.
5. Serves as the liaison specialist for Community Providers to schedule appointments for their patient while treating them in a courteous and respectful manner while providing exemplary customer service.
6. Ensure to create & update referral in database systems error free in an efficient manner. Verifies & validates all patient's demographic & insurance information with patient, internal systems and external secured websites prior booking the requested appointment. Obtain any required authorizations.
7. Quality assure each patient's profile existence in all internal database systems to avoid duplication. Review to ensure each referral complies with required pre-requisites and requirements set by specialty and ancillary services.
8. Communicate and follow up with referring provider to obtain any required missing information and to return medical records after service is completed.
9. Contact patient to obtain appointment preference prior to scheduling the medical or ancillary service.
10. Present professionally and respond to inquiries or resolve issues for patient, external client & internal department via walk-in or electronic referral hotline in most utter efficient and courtesy manner.
11. Comply with Departmental, Hospital and H+H policy & procedures including the Managed Care Redirection.
12. Maintain a thorough working knowledge of CHN's involved processes & systems; and actively participate in learning, identifying and improving current processes and operations.
13. Provide daily updates to Manager on work completed and in progress.
14. Completes Ambulatory Surgery registration and authorization process for community physicians.
15. Assumes other Managed Care responsibilities when appropriate.

**Minimum Qualifications**

1. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; and
2. Six (6) months of full-time satisfactory clerical experience

**Skills Requirement:**

Keyboard familiarity with the ability to type at a minimum of 100 key strokes (20 words) per minute.

Please be advised that proof of Covid-19 vaccination is required prior to hire.

**Job ID: 95117**

**Business Title:** Clerical Associate - Level IV (Provisional Appointment) (Continued)

**Division/Work Unit:** Referral Center

**Proposed Salary Range:** \$43,728 - \$50,287 (Annual)

**NYC Health and Hospitals offers a competitive benefits package that includes:**

- Comprehensive Health Benefits for employees hired to work 20+ hrs. per week
- Retirement Savings and Pension Plans
- Loan Forgiveness Programs for eligible employees
- Paid Holidays and Vacation in accordance with employees' Collectively bargained contracts
- College tuition discounts and professional development opportunities
- Multiple employee discounts programs

**Job ID: 95313**

**Business Title:** [Service Aide - Part Time \(Metropolitan\)](#)

**Division/Work Unit:** Food and Nutrition Services

**Proposed Salary Range:** \$23,469 - \$23,469 (Annual)

NYC Health + Hospitals/Metropolitan is the community hospital of choice for residents of East Harlem, northern Manhattan, and neighboring communities. The hospital provides culturally-sensitive care in a welcoming and hospitable setting, emphasizing primary care medicine and utilizing the latest advances in medical science. Metropolitan delivers high quality health services with compassion, dignity, and respect to all, without exception. Since its founding in 1875, the hospital has been affiliated with New York Medical College, representing the oldest partnership between a hospital and a private medical school in the United States. Metropolitan is a part of the NYC Health + Hospitals, the largest municipal hospital and health care system in the country.

At NYC Health + Hospitals, our mission is to deliver high quality care health services, without exception. Every employee takes a person-centered approach that exemplifies the ICARE values (Integrity, Compassion, Accountability, Respect, and Excellence) through empathic communication and partnerships between all persons.

### **Work Shifts**

ROTATING SHIFTS

### **Job Description**

1. Distributes and collects patient trays on assigned units adhering to meal time schedules. Delivers nourishments, enteral feeding and late trays.
2. Maintains proper sanitation of nourishment stations in patients units by defrosting and cleaning refrigerators and cleaning cabinets and drawers in nourishment stations.
3. Works in any of the following positions on tray line: starter, cold station 1, cold station 2, dessert box, beverage, checker, docker / loader as needed.
4. Prepares and/or pre-portion cold food items for tray line service. Prepares sandwiches and bagged lunches for out patient meals Assembles appropriate food items for all snacks and nourishments. Works in dish room stripping trays, scraping, loading and racking service ware and bringing clean dishes back to kitchen.
5. Washes pots utilizing three compartment sink method and records results of sanitizer test.
6. Removes and disposes wet and dry garbage. Follows appropriate sanitation guidelines.
7. Sweeps and mops floors as assigned.
8. Answers phones in diet office and records calls.
9. Labels tray tickets and or supplements.
10. Assembles and delivers late trays.
11. Assists in the taking of inventory for all storerooms.
12. Responsible for the cleanliness of all work areas, and for the safe and sanitary handling of food, equipment and supplies.
13. Attends departmental meetings and inservice classes.
14. Performs other related duties and responsibilities as required.

### **Minimum Qualifications**

Ability to read and write English and to understand and carry out simple instructions.

Please be advised that proof of Covid-19 vaccination is required prior to hire.





**Law Department (LAW)**

Every day the New York City Law Department's approximately 850 lawyers and 750 support professionals work collaboratively to pursue justice while providing the City with the highest quality legal representation. The Law Department represents the City, the Mayor, other elected officials, and the City's many agencies in all affirmative and defensive civil litigation, as well as juvenile delinquency proceedings brought in Family Court and Administrative Code enforcement proceedings brought in Criminal Court.

Law Department attorneys draft and review local and State legislation, real estate leases, procurement contracts, and financial instruments for the sale of municipal bonds. The Law Department also provides legal counsel to City officials on a wide range of issues such as immigration, education, and environmental policy. There is rarely a major City initiative that is not molded by the Law Department's staff.

The Law Department is led by the Corporation Counsel who is nominated by the Mayor and subject to confirmation by the City Council. The office values a supportive work environment where dedicated public servants help each other develop the necessary skills to tackle complex legal issues. The office firmly believes that the diversity of its employees is its greatest strength. Many employees spend their career at the Law Department because they value the respect that their coworkers have for one another and the high standard of integrity and professionalism that their colleagues exercise.

For more information about the New York City Law Department visit their website at [www.nyc.gov/law](http://www.nyc.gov/law)

**LAW is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Paralegal Aide - TORT</a>	<a href="#">Legal Affairs</a>	\$47,203 - \$54,283		Citywide



**Job ID: 448646**

**Business Title: Paralegal Aide - TORT**

**Division/Work Unit: TORT**

**Proposed Salary Range: \$47,203.00 / \$54,283.00 - \$54,283.00 (Annual)**

This position encompasses work of varying degrees of difficulty and responsibility performed under supervision of supervisory legal assistant staff, attorneys, and/or higher level staff which may include but is not limited to the following: Conducts file reviews and provides guidance regarding the proper handling of cases; Formulates legal strategy by initially determining whether other parties will be implead, whether settlement efforts will be pursued, or whether a motion made; Draft legal documents such as Answers, Demands for Discovery, Bill of Particulars, Demand for a Change of Venue, Demand for Complaint, Response to Notices to Admit, and motions to dismiss; Prepares letters and memoranda for insurance takeovers Investigate and assist in the preparation for trial of less serious claims for and against the City. Secures evidence by interviewing interested parties, witnesses, officers and other persons involved. Assist attorneys by preparing and processing subpoenas, motions, affidavits, legal notices and /or other forms and papers which related to legal proceedings and transactions. Assist in obtaining, reviewing, updating and maintaining physical and electronic case files. Obtains, collects, assembles, and reviews records and data for attorneys. Perform legal research as well as database and site searches. Submit, obtains and files documents from various courts and/or City agencies throughout the City. May check records and request adjournments to various courts. Preparing discovery materials for production. Performing routine administrative duties when necessary including: photocopying, filing, scanning, archiving, data entry, indexing, reserving conference rooms, and managing attorneys' calendars. Some of the physical activities performed and environmental conditions experienced include lifting and carrying boxes and files; climbing stairs; and traveling throughout the City on all types of public transportation, and/or walking in all kinds of weather, often carrying files.

#### **Minimum Qualification Requirements**

1. 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 by the Council for Higher Education Accreditation (CHEA); or
2. An associate degree or completion of 60 semester credits from an accredited college, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and two years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
3. A four-year high school diploma or its educational equivalent approved by a States Department of Education or a recognized accrediting organization and four years of full-time satisfactory experience, acquired in the United States, in the performance of paralegal (legal assistant) services; or
4. A satisfactory combination of education and/or experience which is equivalent to 1, 2 or 3 above. Paralegal Certification obtained in the United States from an accredited program or from a program approved by the American Bar Association can be substituted for 12 months of experience. Undergraduate credit can be substituted for experience on the basis of 30 semester credits from an accredited college for 12 months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a States Department of Education or a recognized accrediting organization.

To be acceptable, experience in paralegal (legal assistant) services must have involved the American Legal System.

Experience which is primarily legal secretarial or includes only incidental paralegal (legal assistant) services is not acceptable.

#### **Special Note:**

Individuals must have one additional year of pertinent paralegal experience or have a baccalaureate degree in addition to the requirements listed above to be eligible for placement in Assignment Level II duties and pay of Paralegal Aide.



**Job ID: 448646**

**Business Title: Paralegal Aide – TORT (Continued)**

**Division/Work Unit: TORT**

**Proposed Salary Range: \$47,203.00 / \$54,283.00 - \$54,283.00 (Annual)**

### **Preferred Skills**

Candidates must possess these Additional Qualification Requirements for Level 2: A baccalaureate degree from an accredited college and either (a) 1 year of full-time satisfactory experience acquired in the United States, in the performance of paralegal (legal assistant) services; or (b) Paralegal Certification obtained in the United States from an accredited program or a program approved by the American Bar Association; or A baccalaureate degree from an accredited college including or supplemented by a combination of 12 semester credits in U.S. History, U.S. Political Science, U.S. Law, U.S. Paralegal Studies, U.S. Criminal Justice, U.S. Urban Studies, International Relations and/or U.S. Legal Studies; or An associate degree or completion of 60 credits from an accredited college and three years of full-time satisfactory experience acquired in the United States, in the performance of paralegal (legal assistant) services; or A four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and five years of full-time satisfactory experience acquired in the United States, in the performance of paralegal (legal assistant) services. Experience which is primarily legal secretarial or includes only incidental paralegal (legal assistant) services is not acceptable. To be acceptable, experience in paralegal (legal assistant) services must have involved the American Legal System.

### **Additional Information**

#### **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.



**New York City Housing Authority (NYCHA)**

The New York City Housing Authority (NYCHA), the largest public housing authority in North America, was created in 1935 to provide decent, affordable housing for low- and moderate-income New Yorkers. NYCHA is home to roughly 1 in 16 New Yorkers across over 177,569 apartments within 335 housing developments through public housing, Section 8, and PACT/RAD programs. NYCHA serves over 339,900 residents in 162,143 apartments within 277 housing developments through the conventional public housing program (Section 9). NYCHA also serves 29,789 authorized residents in 15,426 units within 58 developments that have been converted under the Permanent Affordability Commitment Together (PACT) program. In addition, NYCHA connects residents to opportunities in financial empowerment, business development, career advancement, and educational programs. With a housing stock that spans all five boroughs, NYCHA is a city within a city. [View NYCHA's 2022 Fact Sheet.](#)

You can also follow us on social media – we’re on [Facebook](#), [Twitter](#), [Linkedin](#), [Instagram](#), and [YouTube](#)!

For more information about the New York City Housing Authority visit their website at [www.nyc.gov/nycha](http://www.nyc.gov/nycha)

**NYCA is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Agency Attorney 03</a>	<a href="#">Legal Affairs</a>	\$91,563	1	
<a href="#">Agency Attorney 03</a>	<a href="#">Legal Affairs</a>	\$91,563	1	
<a href="#">Agency Attorney Intern</a>	<a href="#">Legal Affairs</a>	\$62,397 - \$75,760	1	
<a href="#">Attorney Investigator</a>	<a href="#">Legal Affairs</a>	\$72,000 - \$75,760	1	
<a href="#">Civil Litigation General Litigation Agency Attorney Level III</a>	<a href="#">Legal Affairs</a>	91,563 - \$95,000	1	
<a href="#">Heating Plant Technician</a>	<a href="#">Building Operations &amp; Maintenance</a>	\$32,938 - \$54,119	53	
<a href="#">Senior Investigator</a>	<a href="#">Legal Affairs</a>	\$82,137 - \$95,000	2	



**Job ID: 573138**

**Business Title: Agency Attorney 03**

**Division/Work Unit: Law Dept-Litigation**

**Proposed Salary Range: \$91,563.00 (Annual)**

Under direction, with wide latitude for independent judgment and decision making, the responsibilities of the Agency Attorney III will include, but not be limited to the following:

1. Investigate potential employee disciplinary matters and draft disciplinary charges where appropriate.
2. Interview witnesses and gather relevant documents in preparation for employee disciplinary trials.
3. Represent the Authority in person or via remote video conference, in settlement conferences regarding employee disciplinary charges; employee disciplinary trials before independent trial officers; employee disability hearings before the NYC Office of Administrative Trials and Hearings.
4. Research/draft memoranda on trial issues.
5. Represent the Authority before the NYC Civil Service Commission on appeals by employees.
6. Provide legal analysis and advice to Human Resources and other Authority Departments.
7. Represent the Authority before administrative agencies or in State or Federal court.

**Note:** The selected candidate will be required to maintain confidentiality regarding all NYCHA proceedings. Part-time telework may be available after 90 days of employment.

Please read this posting carefully to make certain you meet the minimum qualification requirements before applying to this position.

#### **Minimum Qualification Requirements**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).
4. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

#### **In addition to meeting the minimum Qualification Requirements:**

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment. To be assigned to AL III, candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

#### **Preferred Skills**

1. Three or more years of experience in trials or administrative hearings involving government disciplinary process and procedures.
2. Three or more years of experience in employee disciplinary and/or human resources law.
3. Knowledge of laws applicable to government employees including Civil Service Law, FMLA, NYCCBL, ADA and EAP program.

#### **Additional Information**

1. Resume and cover letter must also include bar admission date(s) (month and year). Candidates must also provide two writing samples representing the candidate's efforts, not those of a reviewer; three references, listing their professional association and the circumstances under which they became familiar with the candidate's professional skills; a copy of law school transcript.
2. Preference will be given to employees who have served a period of one year in their current title and level (if applicable).
3. NYCHA residents are encouraged to apply.



**Job ID: 579332**

**Business Title: Agency Attorney 03**

**Division/Work Unit: Law Dept-Housing Litigation**

**Proposed Salary Range: \$91,563.00 (Annual)**

The New York City Housing Authority (“NYCHA”) Law Department Administrative Hearings Division (“AHED”) conducts administrative termination of tenancy proceedings brought on such grounds as non-desirability, including violence against NYCHA employees, breach of NYCHA rules and regulations, illegal assignment or transfer of possession of an apartment, and misrepresentation.

AHED also represents NYCHA in remaining family member and rent grievances brought by public housing residents and Section 8 participants. Attorneys in this Division shall, with wide latitude for making independent decisions for a high volume of cases, draft charges, negotiate settlements and litigate via in person or remote appearances termination of tenancy and subsidy matters before an Impartial Hearing Officer on the following grounds: Non-Desirability, Breach of Rules and Regulations, Chronic Delinquency in the Payment of Rent, Non-Verifiable Income, Assignment or Transfer of Possession and Misrepresentation. The attorney is also responsible for representing NYCHA at hearings with regard to various Tenant Grievances, Remaining Family Member Grievance Claims and Section 8 cases. This is done to ensure that these cases are handled expeditiously and in accordance with all legal requirements set forth in the Escalera Consent Decree, Williams Consent Decree and all other laws pertaining to tenant litigation.

Responsibilities of the Agency Attorney will include, but are not limited to the following:

1. Quickly identify key issues in a case and gain a rapid resolution with a minimum of supervision and with wide latitude for independent judgment.
2. Prepare and litigate administrative hearings and grievances including: preparing charges, requesting investigations, negotiating settlements, and appearing at Hearings to represent NYCHA.
3. Prepare and argue difficult cases involving significant precedents in administrative tribunals and in the courts.
4. Answer routine inquiries from managers, opposing counsel and Borough management on assigned cases.
5. Conduct legal research on complex cases and prepare memoranda.
6. Draft complex, highly technical rules or regulations.
7. Review, revise or approve agreements prepared by other attorneys.
8. Maintain computer records in the Case Management System and prepare memos and other documents regarding case dispositions.
9. Maintain all case files, evidence and computer files for large caseload. Prepare memos regarding progress of cases and case dispositions.
10. Represent NYCHA in Applicant Appeal actions.
11. Represent NYCHA in Small Claims Court actions.

**Note:** The selected candidate will be required to maintain confidentiality regarding all NYCHA proceedings.

Please read this posting carefully to make certain you meet the minimum qualification requirements before applying to this position.

#### **Minimum Qualification Requirements**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).

Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

#### **In addition to meeting the minimum Qualification Requirements:**

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

[TOP](#)



**Job ID: 579332**

**Business Title:** [Agency Attorney 03 \(Continued\)](#)

**Division/Work Unit:** Law Dept-Housing Litigation

**Proposed Salary Range:** \$91,563.00 (Annual)

**In addition to meeting the minimum Qualification Requirements: (Continued)**

To be assigned to AL III, candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

**Preferred Skills**

1. Excellent verbal and written communication skills.
2. Litigation Experience.
3. Knowledge and background in Housing Law, HUD Regulations, Criminal Law and Criminal Procedure.
4. Ability to work Independently with minimal direction; self-starter.

**Additional Information**

1. Resume and cover letter must also include bar admission date(s) (month and year). Candidates must also provide two writing samples representing the candidate's efforts, not those of a reviewer; three references, listing their professional association and the circumstances under which they became familiar with the candidate's professional skills; a copy of law school transcript; current and/or minimum salary requirements.
2. Preference will be given to employees who have served a period of one year in their current title and level (if applicable).
3. NYCHA residents are encouraged to apply.



**Job ID: 530537**

**Business Title:** [Agency Attorney Intern](#)

**Division/Work Unit:** Law Dept-Housing Litigation

**Proposed Salary Range:** \$62,397.00/\$71,757.00 - \$75,760.00 (Annual)

The Law Department's Landlord and Tenant Division commences or is a Party in a large volume of Civil Court-Housing Part cases. The attorneys represent the Authority in non-payment, holdover, Section 8, repair cases and commercial cases in Housing court. In addition, the attorneys appear on behalf of the Authority as a creditor in Federal Bankruptcy court. Under the supervision of a Level 3 Attorney and/or manager, the selected candidate will engage in matters that will include, but not be limited to the following:

The Agency Intern will report to the Chief of the Landlord and Tenant Division. Under close supervision, receives training and practical experience in the Agency's legal work. Incumbents are eligible, upon admission to the New York State Bar, to argue motions, try cases and performs related work.

Typical work assignments include but are not limited to:

- Assist in preparing legal arguments and documents, such as memoranda, motions, pleadings, briefs, subpoenas, etc., in connection with landlord and tenant proceedings in Housing Court.
- Assist in the preparation for hearings in landlord and tenant court and may appear as counsel in such hearings.
- Research legal cases, opinions and decisions and abstracts salient points and references.

**Note:** The selected candidate will be required to maintain confidentiality regarding all NYCHA proceedings.

**SPECIAL NOTE:** Effective August 16, 2021, all persons newly hired for employment by the New York City Housing Authority (NYCHA) must provide proof of having received at least one dose of an approved COVID-19 vaccine prior to beginning their employment, except for those who obtain an exception due to medical or religious reasons through the reasonable accommodation process.

After receiving a conditional offer of employment from NYCHA, an applicant for employment must provide proof of having received at least one dose of an approved COVID-19 vaccine within a reasonable period of time. Failure by the applicant to provide NYCHA with proof of having received at least one dose of an approved COVID-19 vaccine will result in NYCHA revoking the conditional offer, unless the applicant obtains an exception through the reasonable accommodation process.

Any person who begins their employment with NYCHA after providing proof of having received only one dose in a 2-dose series of a COVID-19 vaccine, will also be required to provide NYCHA with proof of receipt of a second dose within 30 days of the first dose. Failure to do so will result in termination.

Please read this posting carefully to make certain you meet the minimum qualification requirements before applying to this position.

#### **Minimum Qualification Requirements**

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

#### **Preferred Skills**

- Strong legal analysis, writing, and research skills.
- Strong interpersonal skills.
- Ability to define and address factual and legal issues in a clear and concise fashion, in writing and orally.
- Ability to work quickly and efficiently under pressure.
- Familiarity with housing laws and regulations, particularly public housing, Section 8, and other affordable housing.
- Familiarity with multifamily housing management, building systems maintenance, and construction law.
- Familiarity with privacy and confidentiality law and regulations.
- Familiarity with environmental law and regulations.
- Administrative law, policy, or legislative background or experience.
- Ability to devise creative solutions to accomplish agency objectives.

[TOP](#)





**Job ID: 530537**

**Business Title:** [Agency Attorney Intern \(Continued\)](#)

**Division/Work Unit:** Law Dept-Housing Litigation

**Proposed Salary Range:** \$62,397.00/\$71,757.00 - \$75,760.00 (Annual)

**Additional Information**

1. Resume and cover letter must also include bar admission date(s) (month and year). Candidates must also provide two writing samples representing the candidate's efforts, not those of a reviewer; three references, listing their professional association and the circumstances under which they became familiar with the candidate's professional skills; a copy of law school transcript; current and/or minimum salary requirements.
2. Preference will be given to employees who have served a period of one year in their current title and level (if applicable).
3. NYCHA residents are encouraged to apply.

**Residency Requirement**

NYCHA has no residency requirements.



**Job ID: 594389**

**Business Title:** [Attorney Investigator](#)

**Division/Work Unit:** Office of Diversity, Equity, and Inclusion

**Proposed Salary Range:** \$72,000.00 - \$75,760.00 (Annual)

The NYC Housing Authority (NYCHA) seeks a recent law school graduate interested in starting a career in equal employment opportunity and equity and inclusion initiatives. This qualified person will join the EEO and Fair Housing (FH) Investigations Unit as an Attorney Intern Investigator.

The EEO and FH Investigations Unit is situated within NYCHA's Office of Diversity, Equity, and Inclusion (ODEI). The investigator will report directly to the Deputy Director of the EEO and FH Investigations Unit, with a dotted line to the Vice President of ODEI.

This position requires strong writing and analytical skills, and the ability to work productively in a team setting.

Under close supervision, the successful candidate will receive training and practical experience performing legal work including:

- Intake employee complaints and maintain organized files in a case management system.
- Analyze EEO issues and assist in internal investigations of EEO and fair housing complaints.
- Assist in conducting interviews of parties and witnesses.
- Draft investigative finding reports.
- Research legal cases, EEO policies, or other regulations as necessary.
- Assist in DEI special projects as needed.
- Provide other support and guidance to employees and managers as needed, including supporting other initiatives of ODEI.

Please read this posting carefully to make certain you meet the qualification requirements before applying to this position.

**Minimum Qualification Requirements**

Graduation from an accredited United States law school as defined in the Rules of the New York Court of Appeals (Sections 520.3 or 520.5) or admission to the New York State Bar.

**Preferred Skills:**

- Strong written and oral communication skills.
- Ability to multi-task, meet deadlines.
- Ability to implement new EEO programs under supervision.
- Knowledge of EEO and Fair Housing laws and policies a plus.



**Job ID: 587948**

**Business Title:** Civil Litigation General Litigation Agency Attorney Level III

**Division/Work Unit:** Law Dept-Litigation

**Proposed Salary Range:** \$91,563.00 - \$95,000.00 (Annual)

The Civil Litigation - General Litigation Unit represents the agency and its employees in housing and employment related matters before administrative agencies, and state and federal courts.

Responsibilities include but are not limited to the following:

1. Investigate and respond to housing and employment discrimination charges filed with administrative agencies such as the U.S. Department of Housing and Urban Development, the U.S. Equal Employment Opportunity Commission, the New York State Division of Human Rights, and the New York City Commission on Human Rights; try matters before administrative law judges.
2. Litigate employment and housing matters having significant legal, policy, or financial implications in state and federal courts, including fact investigation, discovery, motion practice, trial, and appeal.
3. Recommend settlement of litigation matters; negotiate and draft settlement agreements on behalf of the agency.
4. Respond to communications and notices regarding potential litigation matters.
5. Perform other related duties.

**NOTE:** The selected candidate is required to maintain confidentiality regarding all NYCHA proceedings.

Please read this posting carefully to make certain you meet the minimum qualification requirements before applying to this position.

#### **Minimum Qualification Requirements**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086).
4. Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

In addition to meeting the minimum Qualification Requirements:

To be assigned to Assignment Level (AL) II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

To be assigned to AL III candidates must have two years of experience in Assignment Levels I and/or II or three years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

#### **Preferred Skills**

1. Qualification for admission to the United States District Courts for the Southern and Eastern Districts of New York, and the Court of Appeals for the Second Circuit.
2. Knowledge of EEO and housing laws, including Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Americans With Disabilities Act, Family Medical Leave Act, Rehabilitation Act, Fair Housing Act, Housing Act of 1937, New York State Executive Law, and New York City Administrative Code a plus.
3. Strong legal analysis and writing skills and the ability to conduct thorough factual investigations, research applicable law, conduct legal analysis, and evaluate the strengths and weakness of a matter.



**Job ID: 587948**

**Business Title:** [Civil Litigation General Litigation Agency Attorney Level III \(Continued\)](#)

**Division/Work Unit:** Law Dept-Litigation

**Proposed Salary Range:** \$91,563.00 - \$95,000.00 (Annual)

**Additional Information**

1. Resume and cover letter must also include bar admission date(s) (month and year). Candidates must also provide two recent writing samples representing primarily the candidate's efforts, not those of a supervisor/reviewer; three professional or academic references, listing their professional association and the circumstances under which they became familiar with the candidate's professional skills; a copy of law school transcript; provide current and/or minimum salary requirements.
2. NYCHA employees applying for promotional, title or level change opportunities must have served a period of one year at current location and in current title and level (if applicable).
3. NYCHA residents are encouraged to apply.
4. Residency Requirement

NYCHA has no residency requirements.



**Job ID: 559533**

**Business Title:** Heating Plant Technician

**Division/Work Unit:** Heating Mgmt & Svcs Dept

**Proposed Salary Range:** \$32,938.00/\$37,219.00 - \$54,119.00 (Annual)

1. Maintain heating operations at development locations; operate heating and domestic hot water boilers and ancillary equipment.
2. Tend to and operate heat and hot water distribution equipment; monitor CHAS and BMS equipment.
3. Maintain, adjust and make repairs to boilers, industrial oil burners, heating and domestic hot water equipment and all auxiliaries.
4. Be able to Stand watch and fire low-pressure boilers when scheduled and as required.
5. Assist in the inspection and testing of boilers and related heat and hot water distribution equipment.
6. Dismantle and assemble heat and hot water equipment.
7. Identify parts and material needed in the maintenance and repair of heating and hot water generating and distribution equipment at assigned locations.
8. Perform Annual Maintenance of heat and hot water generating and distribution equipment.
9. Respond to all heating/hot water service disruptions and resident complaints.
10. Repair and maintain boilers/burners and supporting fuel delivery, feed water supply and condensate receiving and delivery equipment.
11. Trouble-shoot and provide technical expertise for heating and hot water issues.
12. Follow-up on all heating and hot water related operations at assigned development locations.
13. Maintain daily, weekly and monthly logs and records.
14. Work Roving Team Scheduled shifts when necessary and assigned.

**Note:** Assignments will be made throughout the five boroughs

When assigned to a roving team in the Operations area:

- Respond to emergency conditions under the direction of Heat Desk Dispatchers and or Field Supervisors.
- Perform minor repairs of heat and hot water systems and related equipment to remedy the conditions causing inconsistencies in the delivery of heat and hot water to NYCHA residents.
- Operate a motor vehicle to travel to assigned work locations and to transport needed equipment throughout the five boroughs when necessary.
- Check assigned vehicle to ensure proper operating condition; report the need for routine servicing.
- Complete equipment and activity reports.

**IMPORTANT Note:** Heating Plant Technicians are required to 5-day work scheduled shifts that including nights, weekends and holidays on a rotating basis. When assigned to work on a shift, HPTs will be required to work on all weekend and holidays that fall within their 5-day work schedule. A 5-day work schedule is defined as 5 consecutive days worked within a 7-day work week with 2 regular days off. Shifts are normally required when working on Roving Teams and or covering a development specific boiler room watch.

HMSD Scheduled Shifts are as follows:

**Development coverage and watch shifts:**

- 5:00 AM - 1:00 PM
- 6:00 AM - 2:00 PM
- 8:00 AM - 4:30 PM
- 2:00 PM - 10:00 PM
- 3:00 PM - 11:00 PM

**Roving Team Shifts:**

- 8:00 AM - 4:00 PM
- 4:00 PM - 12:00 AM
- 12:00A M - 8:00 AM



**Job ID: 559533**

**Business Title:** Heating Plant Technician (Continued)

**Division/Work Unit:** Heating Mgmt & Svcs Dept

**Proposed Salary Range:** \$32,938.00/\$37,219.00 - \$54,119.00 (Annual)

**NOTE:** IF THIS APPOINTMENT IS MADE PURSUANT TO SECTION 64 OF THE NYS CIVIL SERVICE LAW AND RULE 5.4.2(B) OF THE PERSONNEL RULES AND REGULATIONS OF THE CITY OF NEW YORK, NO TENURE OR PERMANENCE ACCRUES TO AN INCUMBENT IN THIS POSITION BY VIRTUE OF SUCH APPOINTMENT.

**NOTE:** This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your cover letter that you would like to be considered for the position under the 55-a Program. For detailed information regarding the 55-a Program, click on the link below:

[http://www.nyc.gov/html/dcas/downloads/pdf/psb/100\\_1.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/psb/100_1.pdf)

Please read this posting carefully to make certain you meet the minimum qualification requirements before applying to this position.

#### **Minimum Qualification Requirements**

1. Six months of full-time satisfactory experience in the operation and maintenance of low and/or high-pressure boilers and related equipment;
2. One year of satisfactory education or training acquired in an approved trade school, vocational high school or a technical school with a major course of study in the operation and maintenance of low and/or high-pressure boilers which combines classroom and boiler room instruction;
3. Satisfactory completion of the training course "Fundamentals of Heating Plant Operations" given by organizations approved by the New York City Housing Authority.

#### **Additional Information**

1. For NYCHA employees, preference will be given to employees who have served a period of one year in their current title and level (if applicable).
2. NYCHA residents are encouraged to apply.

#### **Additional License Requirements**

1. Six months of full-time satisfactory experience within the last ten years in the operation and maintenance of low and/or high-pressure boilers and related equipment; or
2. One year of satisfactory training acquired in an approved trade, technical or vocational high school, consisting of a course of study in the operation and maintenance of low and/or high-pressure boilers which combine classroom and boiler room instruction; or
3. Satisfactory completion of the training course "Fundamentals of Heating Plant Operations" given by organizations approved by the New York City Housing Authority.

#### **Candidates must possess the following:**

- A Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of assignment;
- A Certificate of Fitness to Operate Air Compressors (G-35), issued by the New York City Fire Department. This certificate must be maintained for the duration of assignment.
- A Certificate of Fitness for Low Pressure Oil Boiler (P-99) issued by the New York City Fire Department must be obtained within six months of appointment.

Applicants will be required to submit a copy of the certificate of fitness if available once scheduled for an interview.

#### **Residency Requirement**

NYCHA has no residency requirements.

[TOP](#)



**Job ID: 588025**

**Business Title:** [Senior Investigator](#)

**Division/Work Unit:** Office of Diversity, Equity, and Inclusion

**Proposed Salary Range:** \$82,137 - \$95,000 (Annual)

The NYC Housing Authority (NYCHA) seeks two highly qualified persons to join the EEO and Fair Housing (FH) Investigations Unit as Senior Investigators. The EEO and FH Investigations Unit is situated within NYCHA's Office of Diversity, Equity, and Inclusion (ODEI). The Senior Investigators will report directly to the Deputy Director of the EEO and FH Investigations Unit, with a dotted line to the Vice President of ODEI.

This position requires substantial experience in equal opportunity employment law, knowledge of relevant EEO policies and best practices, strong writing and analytical skills, and the ability to work productively in a team setting.

The successful candidates will be responsible to:

- Intake employee complaints and maintain organized files in a case management system.
- Assess employee complaints and determine appropriate action.
- Perform internal investigations of EEO and fair housing complaints.
- Conduct interviews of parties and witnesses
- Review hiring or workforce data in various formats.
- Draft investigative finding reports
- Participate in conciliation or other conflict-resolution methods.
- Recommend training or make other referrals to mitigate EEO conflicts.
- Participate in special projects as needed.

In addition to these responsibilities, the Senior Investigators will provide other support and guidance to employees and managers as needed, including supporting other initiatives of ODEI.

**Note:** In addition to meeting the minimum Qualification Requirements: To be assigned to AL II, candidates must have one year of experience at Assignment Level I or two years of comparable legal experience subsequent to admission to the bar, in the areas of law related to the assignment.

Please read this posting carefully to make certain you meet the qualification requirements before applying to this position.

#### **Minimum Qualification Requirements**

1. Admission to the New York State Bar; and either "2" or "3" below.
2. One year of satisfactory United States legal experience subsequent to admission to any state bar; or
3. Six months of satisfactory service as an Agency Attorney Interne (30086). Incumbents must remain Members of the New York State Bar in good standing for the duration of this employment.

#### **Preferred Skills:**

1. Three - five years of prior experience in EEO
2. Experience in fair housing laws and investigations
3. Ability to implement new EEO and fair housing programs under supervision.
4. Strong written and oral communication skills
5. Ability to multi-task, meet deadlines.
6. Knowledge of EEO and Fair Housing laws and policies

#### **Residency Requirement**

NYCHA has no residency requirements.



**New York City Police Department (NYPD)**

The New York City Police Department (NYPD) is the largest and one of the oldest municipal police departments in the United States, with approximately 36,000 officers and 19,000 civilian employees. For more insight into the demographics of the Department, please see recent demographics here.

The NYPD was established in 1845, and today, is responsible for policing an 8.5-million-person city, by performing a wide variety of public safety, law enforcement, traffic management, counterterrorism, and emergency response roles. In the past 25 years, the department has achieved spectacular declines in both violent and property crime, ensuring that New York City has the lowest overall rate of major crimes in the 25 largest cities in the country.

The NYPD is divided into major bureaus for enforcement, investigations, and administration. It has 77 patrol precincts with patrol officers and detectives covering the entire city. The department also has 12 transit districts to police the subway system and its nearly six-million daily riders, and nine police service areas (PSAs) to patrol the city’s public housing developments, which are home to more than 400,000 residents. Additionally, uniformed civilians serve as traffic safety agents on the city’s busy streets and highways, and as school safety agents, protecting public schools and the over-a-million students who attend them.

For more information about the New York City Police Department (NYPD) visit their website at [www.nyc.gov/nypd](http://www.nyc.gov/nypd)

**NYPD is offering on-the-spot interviews**  
**Available Positions**  
**(Click TITLE NAME to view job description)**

Office Title	Job Category	Salary	No. of Positions	Work Location
<a href="#">Crime Analyst, Level I</a>	<a href="#">Public Safety, Inspections, &amp; Enforcement</a>	\$54,786 - \$70,900	19	Citywide
<a href="#">Criminalist, Level 1A &amp; 1B</a>	<a href="#">Public Safety, Inspections, &amp; Enforcement</a>	\$55,021 - \$69,341	4	Queens
<a href="#">Fitness Instructor</a>	<a href="#">Health</a>	\$46,191 - \$64,925	1	Queens





**Job ID: 564266**

**Business Title: [Crime Analyst, Level I](#)**

**Division/Work Unit: Chief Crime Ctrl Strategies/CV**

**Proposed Salary Range: \$54,786.00/\$54,786.00 - \$70,900.00 (Annual)**

**As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.**

### **Job Description**

The mission of the New York City Police Department is to enhance the quality of life in New York City by working in partnership with the community to enforce the law, preserve peace, protect the people, reduce fear, and maintain order. The NYPD strives to foster a safe and fair city by incorporating Neighborhood Policing into all facets of Department operations, and solve the problems that create crime and disorder through an interdependent relationship between the people and its police, and by pioneering strategic innovation.

The Office of the Chief of Crime Control Strategies is seeking Crime Analysts to perform in depth and sophisticated analysis of precinct crime conditions and author reports for this office and their respective precinct and borough commanders. Crime Analysts support crime analysis at precincts and boroughs citywide.

Under supervision, the selected Crime Analyst will:

- Perform confidential analytical work in the review, examination, and compilation of highly sensitive and complex data regarding criminal activities and investigations.
- Maintain highly complex databases, maps, charts and reports utilizing state of the art spreadsheet, database, GIS mapping and link analysis software applications.
- Create tables, charts and graphs and perform analysis to demonstrate relationships between entities and events.
- Produce computer generated maps displaying criminal activity.
- Develop statistical data resources to assist in proactive and targeted investigations, preventative enforcement and education, identify theft patterns, trends, and criminal organizations,
- and identify known and repeat offenders.
- Recognize and identify conditions, trends, and patterns in area of specialization.
- Create clearly written and effective reports and bulletins and other analytical products.

### **Minimum Qualification Requirements**

1. A Baccalaureate degree from an accredited college in Criminal Justice, Criminology, Sociology, Statistics, Mathematics, Computer Science, Operations Research or a closely related field; and one year of satisfactory full-time experience in the analysis and/or research of data related to crime, criminals, criminal intelligence, and/or other social sciences in a police, judicial, or other criminal justice setting; or
2. A Baccalaureate degree from an accredited college in Criminal Justice, Criminology, Sociology, Statistics, Mathematics, Computer Science, Operations Research or a closely related field; and a Masters degree from an accredited college in Criminal Justice, Criminology, Sociology, Statistics, Mathematics, Computer Science, Operations Research or a closely related field.

**SPECIAL NOTE:** To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, three additional years of full time qualifying experience as described in (1) above; or two years of full time qualifying experience as a Crime Analyst Assignment Level I.

**SPECIAL NOTE:** To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, five additional years of full time qualifying experience as described in (1) above, or two years of full time qualifying experience as a Crime Analyst Assignment Level II.

### **Preferred Skills**

- Experience in the identification of crime trends and patterns
- Ability to efficiently work with large and disparate data sets through various database and spreadsheet applications leading to the development of actionable information

[TOP](#)



**Job ID: 564266**

**Business Title:** [Crime Analyst, Level I \(Continued\)](#)

**Division/Work Unit:** Chief Crime Ctrl Strategies/CV

**Proposed Salary Range:** \$54,786.00/\$54,786.00 - \$70,900.00 (Annual)

**Preferred Skills (Continued)**

- Knowledge of FBI crime classifications and the demonstrated ability to work with crime, crash and police activity data specifically and create analytical products that contribute to the awareness of crime problems and identify priorities

**Additional Information**

In compliance with Federal Law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

The City of New York offers a comprehensive benefits package including health insurance for the employee and his or her spouse or domestic partner and un-emancipated children under age 26, union benefits such as dental and vision coverage, paid annual leave and sick leave, paid holidays, a pension, and optional savings and pre-tax programs such as Deferred Compensation, IRA, and a flexible spending account.

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.

**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.



**Job ID: 588470**

**Business Title:** [Criminalist, Level 1A & 1B](#)

**Division/Work Unit:** Police Lab/Civilian

**Proposed Salary Range:** \$55,021.00/\$55,021.00 - \$69,341.00 (Annual)

The mission of the New York City Police Department is to enhance the quality of life in New York City by working in partnership with the community to enforce the law, preserve peace, protect the people, reduce fear, and maintain order. The NYPD strives to foster a safe and fair city by incorporating Neighborhood Policing into all facets of Department operations, and solve the problems that create crime and disorder through an interdependent relationship between the people and its police, and by pioneering strategic innovation. The Police Laboratory is seeking qualified candidates for both Criminalist 1A and 1B positions. Candidates selected will be assigned to the Police Laboratory within the Detective Bureau to receive training for and the performance of scientific laboratory analyses, and the testing of evidentiary material required in scientific criminal and civil investigations.

Duties may include, but not be limited to, the following:

- Perform chemical, physical, and microscopic analyses/examinations on a wide range of evidence, such as gunshot residue, gunshot pattern, accelerants, questioned documents, controlled substance and drug identification, metals, toolmarks, explosives, imprints, impressions, plastics, paint, glass, fingerprint development, fire debris analysis, and other types of trace and forensic evidence analyses/comparisons.
- Train in routine repairs and preventive maintenance and calibration of laboratory equipment and analytical instruments
- Research and be trained in proper laboratory standards and quality control procedures
- Review books, journals, and technical manuals
- Assemble data and prepare reports

#### **Minimum Qualification Requirements**

1. A baccalaureate degree from an accredited college, with specialization in criminalistics, forensic science, chemistry, biology, physics, molecular genetics, genetics, biochemistry, molecular biology, entomology, anthropology, ecology or a closely related scientific or engineering field.
2. For Assignment to Assignment Level I - B In addition to meeting the "Qualification Requirements For All Assignment Levels" above, to be assigned to Assignment Level I-B individuals must have at least one year of satisfactory full-time experience in criminalistics, forensic science or analytic chemistry, or a satisfactory equivalent combination of education and experience.
3. In addition to meeting the "Qualification Requirements" above, to be assigned to Assignment Level II, individuals must have one of the following:
  1. One year of experience gained as a Criminalist at Assignment Level I-B; or
  2. One additional year of qualifying experience in criminalistics or forensic science, for a total of two years of such experience; or
  3. A satisfactory combination of education and experience totaling two years of experience as described above.
4. In addition to meeting the "Qualification Requirements" for Assignment Level I-B above, to be assigned to Assignment Level III, individuals must have one of the following:
  1. Two years of experience gained as a Criminalist at Assignment Level I-B and/or II; or
  2. Two additional years of qualifying experience in criminalistics or forensic science, for a total of three years of such experience; or
  3. A satisfactory combination of education and experience totaling three years of experience as described above.
5. For Assignment to Assignment Level IV In addition to meeting the "Qualification Requirements" for Assignment Level I-B above, to be assigned to Assignment Level IV, individuals must have one of the following:
  1. Three years of experience gained as a Criminalist at Assignment Level I-B, II, and /or III; or
  2. Three additional years of experience in criminalistics or forensic science, for a total of four years of such experience; or
  3. A satisfactory combination of education and experience totaling four years of experience, as described above.

[TOP](#)



**Job ID: 583270**

**Business Title:** [Fitness Instructor](#)

**Division/Work Unit:** Medical DIV/CIV and Cadet

**Proposed Salary Range:** \$46,191.00/\$53,120.00 - \$64,925.00 (Annual)

The mission of the New York City Police Department is to enhance the quality of life in New York City by working in partnership with the community to enforce the law preserve, preserve peace, protect the people, reduce fear and maintain order. The NYPD strives to foster a safe and fair city by incorporating Neighborhood Policing into all facets of Department operations, and solve the problems that create crime and disorder through an interdependent relationship between the people and its police, and by pioneering strategic innovation.

The Medical Division is seeking a qualified individual to fill the position of Fitness Instructor, Level I. The candidate selected will be responsible for designing, instructing and monitoring fitness programs and monitoring the health and safety of those participating in the NYPD's programs. Conduct fitness assessments; prescribes and individual course of training exercise for each participant assessed and conducts periodic re-evaluations. Demonstrate techniques for each exercise and assigns schedules to each participant; makes recommendations on the adoption of a particular course of action following periodic evaluations with emphasis on increasing cardiovascular functioning as well as improving muscular strength; and conducts orientation sessions to familiarize participants with exercise apparatus. Supervise participants to insure adherence to exercise recommendations; closely monitors all exercises involving the use of weights and corrects any possible error in conducting stretching of lifting exercises; and conducts periodic inspection of personnel to ensure health and safety criteria are maintained. Closely observe the activities of participants suffering from health related problems such as diabetes, hypertension or asthmatic conditions or any other related conduction (heart rate, blood pressure, cholesterol, etc.) that would impact and exercise program. Initiate all emergency procedures and first aid techniques as needed including CPR, use of resuscitator, and referrals to other health related agency personnel; ensures adherence to established format of notification; and prepares reports when an emergency occurs. Inspect equipment to ensure safety and checks the performance of routine equipment daily; and keeps facilitates clear of obstructions and hazardous conditions. Review all paperwork on each participant; check folders for doctor's notes signatures; complete medical procedures and waiver forms; and maintains membership records, data and chart progress reports.

### **Minimum Qualification Requirements**

#### Qualification Requirements

Certifications in First Aid and CPR (cardiopulmonary resuscitation) issued by the American Red Cross or other organization having an equivalent certification program recognized by the employing agency, and:

1. A Baccalaureate degree from an accredited college with a major in nutrition, exercise physiology, health and fitness, physical education or a closely related field, plus 4 years of full-time paid experience in one or more of these areas, 1 year of which must have been in teaching exercise techniques; or
2. An Associate degree from an accredited college with a major in nutrition, exercise physiology, health and fitness, physical education or a closely related field, plus 6 years of full-time paid experience in one or more of these areas, 1 year of which must have been in teaching exercise techniques; or

### **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.



### **Small Business Services (SBS)**

The NYC Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building thriving neighborhoods across the five boroughs.

For more information about Small Business Services visit their website at [www.nyc.gov/sbs](http://www.nyc.gov/sbs)

**SBS is offering on-the-spot interviews**

**Available Positions**

**(Click TITLE NAME to view job description)**

<b>Office Title</b>	<b>Job Category</b>	<b>Salary</b>	<b>No. of Positions</b>	<b>Work Location</b>
<a href="#">Budget Analyst</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$53,797 - \$70,000	1	Manhattan
<a href="#">Compliance Advisor</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$59,116 - \$75,000	1	Manhattan
<a href="#">Contract Manager, Program Finance &amp; Operations</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$59,116 - \$67,983	1	Manhattan
<a href="#">Field Auditor</a>	<a href="#">Public Safety, Inspections, &amp; Enforcement</a>	\$41,887 - \$65,000	1	Manhattan
<a href="#">PROGRAM MANAGER M/WBE Capacity Building and Corporate Partnerships</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$59,116 - \$67,983	1	Manhattan
<a href="#">PROGRAM MANAGER, CAPITAL ACCESS FUNDS</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$41,887 - \$62,215	1	Manhattan
<a href="#">Program Manager, Regulatory Reform</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$41,887 - \$62,215	1	Manhattan
<a href="#">PROJECT MANAGER, DLS</a>	<a href="#">Finance, Accounting, &amp; Procurement</a>	\$41,887 - \$62,215	1	Manhattan
<a href="#">Staff Auditor</a>	<a href="#">Public Safety, Inspections, &amp; Enforcement</a>	\$56,013 - \$89,610	1	Manhattan



**Job ID: 576225**

**Business Title:** Budget Analyst

**Division/Work Unit:** Budget

**Proposed Salary Range:** \$53,797 - \$70,000 (Annual)

### **Division Description**

The Budget Division is responsible for providing fiscal guidance to all divisions of SBS. Our goal is to maximize the use of the agency's fiscal resources by providing accurate and timely information to staff and external oversight agencies to help them make fiscal decisions regarding their programs. The Budget team is responsible for monitoring, reporting, and facilitating the agency's budget. The team is responsible for working with program teams, oversight agencies, and other fiscal teams to ensure funding allocations are correctly applied to their intended use.

### **Job Description:**

The Budget Unit seeks to hire a Budget Analyst to analyze and implement the agency's budget and revenue activities. This position will report to the Executive Budget Director and requires some degree of independent judgement and decision-making.

The Analyst's responsibilities include, but are not limited to:

- Work closely with members of the Budget Unit to ensure that all agency and division goals and policies are identified and met.
- Review and analyze the agency's expense and revenue budget and make recommendations for planning and corrective actions, with the goal of minimizing end of year surpluses and avoiding deficits.
- Conduct analyses on program efficiencies in the use of financial resources and make recommendations with the purpose of enhancing efficiency and increasing productivity. Work with budget staff, HR, Procurement and Accounts payable unit to track expenditures
- Forecast expenditures and perform financial analysis as needed, including Monthly, Quarterly & year-end projections and projections for the coming out years.
- Implement all financial operations and transactions for both personnel and non-personnel activity, including
- the development and preparation of strategic budget and spending plans, compliance policies and procedures, etc.
- Manage financial records to support decision-making and the ability to produce records for review during internal and external audits
- Process Financial Plan and Budget plan reconciliation & variance reports
- Analyze and process Monthly Spending Plan, Monthly Variance and Monthly Headcount reports in FMS
- Reconcile budget and headcount from various data systems; analyze budgetary and funding issues and make recommendations to executive management.
- Review all purchase requests (OTPS) for Program and Admin, apply to pertinent Budget.
- Process budget modifications for OTPS and PS as needed.
- Complete job responsibilities in a professional manner, resolving requests and providing assistance to staff in all levels of agency
- Perform special projects and other duties as assigned

### **Minimum Qual Requirements**

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; 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 two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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

[TOP](#)



**Job ID: 576225**

**Business Title:** [Budget Analyst \(Continued\)](#)

**Division/Work Unit:** Budget

**Proposed Salary Range:** \$53,797 - \$70,000 (Annual)

**Minimum Qual Requirements (Continued)**

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.

**Special Note:**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

**Preferred Skills**

The selected individual should be self-motivated and will be expected to exercise a level of Administrative discretion in their work. The successful candidate will possess the following skills:

- Superior organizational skills and thorough attention to detail, Strong written and oral communications skills.
- Experience in data gathering, qualitative and quantitative research and analysis.
- Expert level experience with Microsoft Office Suite Programs; Must have exceptional proficiency in Microsoft
- Excel & Access; pivot tables, VLOOKUP, sum if functions.
- Familiarity managing and manipulating data sets
- Ability to work within cross organizational multi -disciplinary teams.
- Ability to balance deadline-driven projects
- Knowledge and experience with the City of New York budget process preferred: OTPS and PS, Payroll,
- Financial Management System (FMS2 & 3), FMS/2 Business Object Reporting and FMS/3, Info Advantage,
- Crystal reporting, HHS Accelerator, PASSPort, CHRMS & NYCAPS



**Job ID: 593280**

**Business Title:** [Compliance Advisor](#)

**Division/Work Unit:** Business Programs

**Proposed Salary Range:** \$59,116 - \$75,000 (Annual)

### **Division Description**

The Division of Business Services (DBS) is dedicated to helping NYC businesses start, operate, and expand in New York City while leading systemic change to improve the regulatory environment for businesses. The Division is guided by principles of equity, diversity, and inclusion.

### **Job Description:**

NYC BEST (Business Express Service Team) as outlined in the Mayor's Blueprint for New York City's Economic Recovery, is a dedicated team serving as a single point of contact between City agencies and small businesses operating in the five boroughs. As part of the NYC BEST Initiative, Compliance Advisors work directly with new and existing businesses looking to open and operate in New York City. Compliance Advisors visit small businesses throughout the five boroughs and assess the business space in order to help owners understand how to comply with City, State, and Federal rules and regulations and avoid violations. Through these consultations and ongoing education and outreach activities, Compliance Advisors educate small businesses on compliance issues while providing a high level of customer service. The team also works to make changes to the overall regulatory environment to help the small business community.

The onsite consultations performed by Compliance Advisors do not include any compliance enforcement or issuing of violations. Rather, the Compliance Advisors help business owners understand City, State, and Federal regulations and recommend actions businesses should take to become compliant. To facilitate this work, Compliance Advisors will become experts in the regulatory requirements of multiple City or State agencies, as well as relevant Federal regulations as needed, including but not limited to: the NYC Department of Health and Mental Hygiene (DOHMH), Department of Buildings (DOB), Fire Department (FDNY), Department of Environmental Protection (DEP), Department of Sanitation (DSNY) and the Department of Consumer & Worker Protection (DCWP).

### **Responsibilities include:**

- Conduct onsite walkthroughs with small businesses, providing one-on-one guidance that addresses a business' specific questions and needs regarding compliance. Tasks include:
- Describe the regulatory inspection process and what business owners should expect during an inspection, including when an inspection may occur, what inspectors look for, how violations are issued, and the range of fees associated with various violations.
- Identify potential violations to City and State codes, zoning requirements, and permits at the business site.
- Explain possible actions business owners could take to eliminate conditions contributing to noncompliance with City, State, and Federal laws, rules, and regulations.
- Be prepared to outline the adjudication process for violations received, including general timeframes and the appropriate tribunal court for hearings.
- Refer business owners to additional resources or information as needed to further promote and enable compliance.
- Document key findings from the consultation and follow up as needed with business owners to provide additional clarification or compliance-related support.
- Support promotional activities to raise awareness among business owners around the availability of Compliance Advisor and SBS services, including door-knocking, participating in speaking engagements or distributing promotional materials at community events.
- Work collaboratively and professionally with other members within the Division and vendor partners to coordinate services and responses to business owner inquiries, and generally participate in the open exchange of information to support this team-based environment.
- Establish and maintain positive relationships with business owners by providing the best possible customer service and setting clear expectations regarding City, State, and Federal requirements, including the typical timing for regulatory inspections and courses of action to avoid violations.

[TOP](#)





**Job ID: 593280**

**Business Title: Compliance Advisor (Continued)**

**Division/Work Unit: Business Programs**

**Proposed Salary Range: \$59,116 - \$75,000 (Annual)**

**Responsibilities include: (Continued)**

- Consistently and accurately collect and maintain information on all services provided to business owners, including collecting data on common violations and utilizing the data for ongoing staff development and targeted efforts to help businesses reduce repeat violations.
- Maintain accurate and specific status reports within various databases of establishments participating in these services, including inspection activity and issues encountered.

Other duties as assigned.

**Minimum Qual Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**

- Previous experience working as a City, State, or Federal inspector, examiner or enforcement agent is required (Candidates with previous experience related to compliance issues at DOHMH, DOB, FDNY, DEP, DSNY, DCWP or other NYC regulatory agencies are strongly preferred).
- Experience that demonstrates a proven record of providing assistance to individuals, clients and/or business owners.
- Ability to communicate complex, technical information – such as City codes, zoning requirements, and permitting procedures – in plain language that individuals without technical training can easily comprehend.
- Good observational skills, including the abilities to adequately describe observations in detail, deduce potential impacts of conditions or assess risk, and accurately document findings or observations.
- Experience that demonstrates a strong working knowledge of City rules and regulations; steps a business can take to resolve a violation and agency protocols for reassessing violations; and strong customer service skills.
- An understanding of New York City’s operational agencies, including the ability to identify which agencies are relevant to a business’s concern via conversations with the business owner.
- Strong interpersonal skills: Ability to interact positively with business owners and colleagues, ask questions to understand the core issues facing the business, identify supplemental resources to connect the business to as needed, and build trust during the conversation and interactions with staff from all levels of the organization.
- Flexibility, multi-tasking capability, and proactive work ethic. Strong active listening skills as well as excellent written and verbal communication skills.
- Knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint).
- Previous experience with Salesforce a plus.
- Preferred fluent or working knowledge of Arabic, Bengali, French, Italian and Urdu.
- Willingness to travel and/or drive to businesses across the five boroughs. A Motor Vehicle Driver’s License valid in the State of New York may be required for certain assignments.
- Ability to climb stairs and ladders and engage in extensive walking at facilities being inspected including those under construction and renovation while following all mandated safety procedures.



**Job ID: 595593**

**Business Title:** Contract Manager, Program Finance & Operations

**Division/Work Unit:** Neighborhood Development

**Proposed Salary Range:** \$59,116 - \$67,983 (Annual)

SBS Neighborhood Development seeks a Contract Manager to support the Program Finance and Operations team in the administration and operations of the Neighborhood Development Division's (NDD) Avenue NYC Commercial Revitalization portfolio of grants, contracts, and procurements.

The Contract Manager will report to the Senior Contract Manager and/or the Director of Program Finance and Operations. The Contract Manager, under supervision but with some latitude for independent judgement, will collaborate closely with NDD's other three programmatic teams as part of a cross-functional team to streamline in-place systems and processes, liaise with external partners and government officials as needed, and ensure compliance with all federal, state and local laws, rules and agency policies governing the source of funding. As part of overseeing a grant portfolio, the Contract Manager, under supervision, will work directly with select non-profit economic development organizations located in low-to-moderate income neighborhoods across New York to ensure they are effectively serving their commercial districts. The ideal Contract Manager will have an interest in economic development, urban planning, program management, nonprofit management, capacity building, government affairs, grant administration, or a related field.

**Primary Job Functions:**

Contract Manager responsibilities include, but are not limited to:

Support NDD's team of Program Managers and Project Managers by managing contract administration for commercial revitalization and organizational development grantees

- a. Budgeting and scope refinement;
- b. Contract registration and compliance;
- c. Payment request and invoice processing, including use of HHS Accelerator Financials;
- d. Ensuring consistent communications with grantees regarding contracting processes, document templates, and required trainings;

Under supervision, liaise with SBS Fiscal, Management, and Audit (FMA) division, and SBS' Legal team to ensure an efficient contract registration process for grant recipients and clear communication of processes across teams;

Under supervision, provide partner organizations and select grantees guidance on commercial revitalization project planning, implementation, and best practices;

Support the Program Finance and Operations team in tracking and reporting of grantee performance evaluations across all grant programs; and

Serve as a responsive, vocal, and insightful representative of SBS on several BIDs' Board of Directors, as well as at other external facing meetings and public events.

**Minimum Qual Requirements**

- 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
- 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
- 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**

- Strong organizational and project management skills
- Strong work ethic, attention to detail and a desire to improve the effectiveness and quality of services delivered to communities in the City of New York
- Experience planning, implementing, and managing projects involving diverse stakeholders Experience writing reports, evaluating program impact;



**Job ID: 595593**

**Business Title:** [Contract Manager, Program Finance & Operations \(Continued\)](#)

**Division/Work Unit:** **Neighborhood Development**

**Proposed Salary Range:** **\$59,116 - \$67,983 (Annual)**

- Outstanding analytic, problem-solving, and creative thinking abilities Outstanding communication, presentation, and partnership management skills
- Ability to learn quickly, manage multiple obligations, proactively problem-solve, and provide timely and clear updates to supervisors
- Ability to complete tasks in a timely fashion with limited supervision
- Experience reviewing budgets, scopes of work, and invoices/financial statements
- Excellent MS Word, MS Excel, MS PowerPoint, MS OneNote, and MS Outlook skills; familiarity with Adobe Acrobat preferred
- Knowledge and/or interest in New York City, State and Federal government agencies and procurement Experience with HHS Accelerator a plus
- Familiarity with Smartsheet a plus
- Established interest in community-based development organizations, economic development nonprofits, and neighborhood development issues
- Familiarity with New York City commercial districts and neighborhoods, and/or working with local small business issues
- A baccalaureate degree from an accredited college

#### **Public Svc Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](http://StudentAid.gov/PSLF).

#### **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.



**Job ID: 594202**

**Business Title:** [Field Auditor](#)

**Division/Work Unit:** Defo Certification

**Proposed Salary Range:** \$41,887 - \$65,000 (Annual)

**Division Description:**

The Division of Economic and Financial Opportunity is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

The goals of the division are to increase and retain the number of certified minority and women-owned business enterprises (M/WBE); increase the number of M/WBEs winning government contacts and increase overall M/WBE participation in private and public sector contracting.

**Job Description:**

Under the supervision of the Supervisor of Field Audits, the Field Auditor will conduct activities to ensure the division meets its obligation to audit the mandated percentage of certification applicants annually, and conducts additional audits, as needed. Tasks will include, but not be limited to the following:

- Review and analyze documents received as part of the MWBE, LBE and EBE certification application process (including, but not limited to, financial records, payroll and employee records, tax documents and contract files) to ensure validity, accuracy and completeness.
- Conduct site visits/desk audits by interviewing certification applicants and reviewing business records to probe complexities relevant to eligibility determinations and evaluate factors or conditions relevant to business operations (e.g., workspaces, equipment, inventory, vehicles, and staffing)
- Make eligibility determinations and document recommendations based on thorough analysis of business documentation submitted by applicants
- Contact clients and SBS vendors via telephone and written correspondence to assist with the completion of the certification application process; support high volume of inquiries via MWBE certification helpline and the MWBE Certification email accounts
- Process all lead requests in the Certification System
- Maintain confidential data securely and appropriately as well as routinely update client management system
- Handle archiving/records keeping tasks; establish and maintain comprehensive, secure, and retrievable files; process Partner Agency Addendums
- Provide excellent customer service and interactions with clients Assist with special projects as needed

**Minimum Qual Requirements**

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Preferred Skills**

- Comfort working in a fast-paced environment, managing multiple projects simultaneously and prioritizing assignments
- At least 2 years of experience handling and analyzing business and financial documents in an analytical role, e.g., corporate by-laws, partnership agreements, tax returns, and bank statements
- Outstanding verbal and written communication and interpersonal skills Professionalism, strong work ethic, sound judgment and attention to detail Proficiency in MS Word, Excel and comfortable learning new computer programs Experience working with cross-functional teams and diverse groups of people
- Valid New York State driver's license and ability to drive in and around New York City region
- Fluent in Spanish, Mandarin, Cantonese or Korean a plus.

[TOP](#)



**Job ID: 594202**

**Business Title:** [Field Auditor \(Continued\)](#)

**Division/Work Unit:** Defo Certification

**Proposed Salary Range:** \$41,887 - \$65,000 (Annual)

**Preferred Skills (Continued)**

- Additional Information
- This position may be eligible for remote work up to 2 days per week, pursuant to the Remote Work Pilot Program agreed to between the City and DC37.



**Job ID: 594757**

**Business Title:** PROGRAM MANAGER M/WBE Capacity Building and Corporate Partnerships

**Division/Work Unit:** Corporate Partnerships

**Proposed Salary Range:** \$59,116 - \$67,983 (Annual)

### Division Description

The Division of Economic and Financial Opportunity (DEFO) is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

### Job Description:

The M/WBE Capacity Building and Corporate Partnerships Unit is responsible for delivering education, training, mentoring and other related services to help NYC-certified Minority- and Women-owned Business Enterprises (M/WBEs) build capacity in order to successfully compete for and perform on contract opportunities in both the public and private sectors. Unit programs include, but are not limited to:

- NYC Construction Ramp-Up Program
- Bond Readiness Program & Bonding Services
- M/WBE Contract Legal Services
- M/WBE Mentors

SBS is seeking a Program Manager to administer one or more programs. The Program Manager will work directly with his/her/their supervisor to 1) design and implement new initiatives, and 2) execute, manage, and evaluate existing programs. Responsibilities include:

### Program Management

- Design and implement capacity-building programs to support the growth and success of M/WBEs
- Administer initiatives in partnership with contractors and sub-contractors, City Hall and agency partners

Oversee vendor performance to:

1. Ensure vendor delivery of contracted client outcomes, in accordance with program SOPs
2. Ensure responsible and accurate budget management
3. Ensure documentation of services in SBS' CRM system(s)
4. Ensure vendor delivery of contracted program administrative and reporting requirements

### Operations and Reporting

Manage data operations and reporting which will include, but is not limited to:

1. KPI tracking and reporting
2. Program and service monitoring and evaluation
3. Production performance and impact reports for agency and administration leadership
4. Contribute to and support completion of program compliance reports
5. Support supervisor on special projects as needed

### Client Services

Manage portfolio of businesses, supporting them with individualized technical assistance, and proactively connecting them to resources and contracting opportunities

1. Connect businesses to beneficial City services
2. Connect businesses to right-size contracting opportunities
3. Help businesses navigate government procurement

### External Affairs

- Coordinate and execute alumni and special events
- Coordinate program marketing and communications
- Participate in external events to promote programs and services

### Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or



**Job ID: 594757**

**Business Title: PROGRAM MANAGER M/WBE Capacity Building and Corporate Partnerships (Continued)**

**Division/Work Unit: Corporate Partnerships**

**Proposed Salary Range: \$59,116 - \$67,983 (Annual)**

**Minimum Qual Requirements**

2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills:**

- Mastery of MS applications, including Word, Excel, PowerPoint, Visio and Project
- Mastery of data analysis using MS Access and Excel or other software application
- Experience designing, managing, and evaluating business development and business assistance programs
- Experience managing internal and external relationships with contractors, corporate and non-profit partners, and government officials
- Ability to work in a fast-paced environment, managing multiple projects simultaneously and prioritizing assignments to meet deadlines
- Outstanding written and verbal communications skills, including formal presentation skills



**Job ID: N/A**

**Business Title:** PROGRAM MANAGER, CAPITAL ACCESS FUNDS

**Division/Work Unit:** Business Operation

**Proposed Salary Range:** \$59,116 - \$67,983 (Annual)

### **Division Description**

The Business Services Division is dedicated to helping NYC small businesses start, operate, and thrive in New York City, while also leading systemic change to improve the regulatory environment for businesses. The Division is guided by a lens of equity, diversity, and inclusion.

### **Job Description:**

Access to capital is one of the top issues for small businesses starting and growing in New York City. SBS works with more than 40 local lenders and hundreds of businesses per year to help small business owners connect with the funds they need.

The Capital Access team is responsible for creating and implementing programs that create a more inclusive financing space. The team works with the private and public sectors to understand the needs of small businesses and lenders in order to develop products & programs that enhance access to capital. The team manages the performance of Finance Account Managers located in field offices throughout the City and multiple funds targeted at assisting Minority-and Women-Owned Businesses and emerging companies.

The Capital Access Funds Program Manager will manage multiple funds. In addition, they will be tasked with supporting implementation of special projects to advance the mission of the team, including but not limited to advancing new program areas and developing new financial products.

### **Roles and Responsibilities:**

The Capital Access Funds Program Manager will monitor program performance and ensure the success and sustainability of the agency's existing and new Funds. Specific responsibilities include, but are not limited to:

- Manage day-to-day operations of the Funds
- Manage the performance of City-sponsored loan and grant programs for small businesses, including programs that are no longer accepting applications
- Develop and implement tracking systems to monitor lending pipeline, loan originations, and repayments along with other contractual or budgetary program components
- Liaise with other agencies' contracting teams to support our small business clients that are applicants for the Funds; uncover and troubleshoot process inefficiencies
- Work closely with external funds' teams and the SBS fiscal team to process and monitor program invoices and budgets
- Proactively identify program improvements or risks and escalate as necessary
- Performance Management: Service delivery and data management
- Manage vendor performance to ensure Key Performance Indicators (KPIs) & program goals are met
- Develop and manage performance dashboards to monitor and report on Fund performance
- Track and report KPIs on a regular basis for Executive-level staff
- Respond to ad-hoc and same-day requests regarding fund(s) performance and impact.
- Partnership Management
- Propose new partnership ideas to Director of Capital Access
- Develop and maintain relationships with potential partners (e.g., CDFIs, banks, other non-traditional lenders)
- Train partners on products, application processes and data entry requirements in CRM system
- Business Development & Pipeline Management
- Coordinate business development for existing and new Funds
- In partnership with the Capital Access Director, develop and implement business development strategies
- Identify opportunities for program promotion to businesses; coordinate and represent SBS at events
- Customer Assistance
- Provide quality customer assistance to business owners and help connect them to capital and other SBS services
- Success Story Compilation
- Document successful examples of clients; ensure examples represent diversity of New York City

[TOP](#)





**Job ID: N/A**

**Business Title:** PROGRAM MANAGER, CAPITAL ACCESS FUNDS (Continued)

**Division/Work Unit:** Business Operation

**Proposed Salary Range:** \$59,116 - \$67,983 (Annual)

**Roles and Responsibilities: (Continued)**

- Subject Matter Research & Content Improvement
- Conduct research on financing market trends and City procurement processes
- Help expand and deepen impact of the agency’s existing capital access programs by proposing areas for improvement and development
- Support the development of new performance indicators and methods of measurement
- Conduct qualitative and quantitative analyses to support the development of new products
- Other Capital Access Team Tasks
- Support vendor and staff training on current and new Funds
- Assist with administrative program tasks including, but not limited to, preparation of payment memos and invoices, program data entry, etc.
- Synthesize complex information into presentations and reports for various audiences
- Respond to time-sensitive requests from City Hall, SBS Executive Staff, elected officials, press, and the public
- Correctly utilize data collection methodologies (e.g., CRM system)
- Support marketing of all Capital Access programs
- Support customer survey design and implementation
- Conduct quality assurance tests to evaluate service delivery and data collection
- Support additional Capital Access team initiatives as needed
- Contribute to other projects, responsibilities, and tasks as assigned

**Minimum Qual Requirements**

1. A baccalaureate degree from an accredited college and two year of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to “1” or “2” above. However, all candidates must have at least one year of experience as described in “1” above.

**Preferred Skills**

- Intermediate excel skills
- Knowledge and experience with small business lending and small business development
- Proven track record of delivering results in a fast-paced, demanding work environment
- Ability to work within cross-organizational multi-disciplinary teams
- Excellent written and oral communications skills
- Experience using customer relationship management tools or other database systems in order to track and manage services and outcomes desired
- Excellent interpersonal, organizational, strategic thinking and quantitative/qualitative skills
- Program and/or policy experience in the financial inclusion, access to capital, and economic development fields



**Job ID: 594648**

**Business Title:** Program Manager, Regulatory Reform

**Division/Work Unit:** Business Dev + Strategy

**Proposed Salary Range:** \$41,887 - \$62,215 (Annual)

The Program Manager will be part of the Regulatory Reform team within the Division of Business Services reporting to the Director of Regulatory Reform. The team's mission is to ensure that New York City's rules and regulations balance the needs of compliance and the interests of small businesses seeking a supportive and sustainable small business environment to start, operate and thrive in the City. Regulatory Reform works to identify City regulatory processes that can be streamlined to benefit the small business community of the City. The Program Manager is responsible for leading several independent projects to achieve strategic objectives with particular focus on the overall benefits to NYC small businesses as well as the mission of NYC Small Business Services. Using a project management framework, the team meets the challenge of this mission through research, data collection and analysis, program ideation, design and implementation and relationship management.

**Roles and Responsibilities:**

- Managing multi-agency projects from inception to implementation, using creative problem and strategic thinking to ensure success
- Developing project plans, providing regular status reports, surfacing and mitigating risks, and coordinating with diverse, multi-agency stakeholders
- Driving projects forward within a collaborative team environment
- Conducting analysis of laws, rules, processes, and policies to identify business challenges, craft interventions, and obtain support for implementing recommendations
- Analyzing current laws, policies and processes and developing necessary revisions
- Researching best practices and developing recommendations for new policy
- Developing feedback loops to understand and document existing processes, policies, and procedures to enable businesses to contribute ideas for regulatory reform, and recommend specific improvements
- Developing information materials for internal teams, other City agencies and business owners
- Clearly communicating technical, quantitative findings through visual representations of data
- Creating reports and presentations for internal and external use
- Managing performance metrics and tracking against targets
- Assisting in the development of key performance indicators for new projects and using metrics and industry data to evaluate impact and success
- Streamline and manage the Small Business Advisory Commission and sub-committees
- Working with diverse staff from a wide variety of City agencies and industry and community organizations
- Respond to time-sensitive requests from City Hall and SBS Executive Staff

**Minimum Qual Requirements**

**Qualification Requirements**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Preferred Skills**

At least 2 years of professional experience: including project management, program development, and experience managing a team

- Interest in law, public policy, public administration and economic development or a closely related field.
- Proven ability to manage multiple projects with multiple stakeholders and respond to tight deadlines.
- The ability to combine attention to detail with a clear understanding of the big picture.
- Excellent creative and strategic thinking, problem solving, and research abilities.
- The ability to communicate effectively verbally and in writing, with a diverse array of internal and external stakeholders.
- Proficient with Microsoft Office applications, including Excel and PowerPoint. Familiarity with Visio preferred.
- Knowledge of regulatory processes is preferred, but not required.

**Job ID: N/A****Business Title: PROJECT MANAGER, DLS****Division/Work Unit: DEFO Labor Services****Proposed Salary Range: \$41,887 - \$62,215 (Annual)**

The Labor Services Unit ensures that jobs created by New York City contracts and the Industrial and Commercial Abatement Program (ICAP) are available to all qualified individuals regardless of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status. The Unit helps contractors implement fair employment policies and practices, and assists them in their efforts to increase the representation of minorities and women in their workforce.

The Unit enforces Executive Order No. 50, which requires City contractors comply with federal, state, and local equal employment opportunity (EEO) laws and regulations. Prior to the award of a City contract or ICAP benefit, a contractor must submit an Employment Report containing information on their employment policies and practices and workforce composition. DLS will analyze the report to determine if the contractor maintains nondiscriminatory hiring and employment practices.

Local Law 67 of 2008 requires that all ICAP developers participate in the City's Minority and Women-owned Business Enterprises (M/WBE) program.

Under general supervision, the Project Manager will analyze projects and/or contracts under review for compliance with Executive Order No. 50 and/or Local Law 67.

- Review project documentation of developers, prime contractors and subcontractors related to the participation and /or solicitation of M/WBEs in ICAP projects;
- Schedule visits to project and/or office sites;
- Exercise sound judgment when conducting such site visits;
- Conduct interviews of executives, workers and other employees;
- Document all findings;
- Handle confidential information and enter data into client management system;
- Establish and maintain comprehensive, secure, and retrievable files;
- Support the production of regular metrics reporting; and
- Participate in special projects and perform tasks to support the Division and/or Unit, as needed
- Determine that workers are being paid in the proper trade classification

**Minimum Qual Requirements**

1. A baccalaureate degree from an accredited college and university and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law. A law degree may be substituted for six months of experience; or
2. 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 professional, technical, or administrative experience in one or more of the fields mentioned in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates possess the four year high school diploma or its educational equivalent.

**Preferred Skills**

Experience with regulatory compliance, investigations, auditing, law enforcement, construction and/or related field;

- Outstanding writing, presentation, and communications skills;
- Proficiency in MS Word, Excel and comfortable learning new computer programs;
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Ability to manage both internal and external relationships;
- Valid New York State driver's license and comfortable driving in and around New York City region;
- Fluent in Spanish a plus.



**Job ID: 556316**

**Business Title:** Staff Auditor

**Division/Work Unit:** Budget

**Proposed Salary Range:** \$56,013 - \$89,610 (Annual)

Under the direction of the Director of Audit, with wide latitude for independent initiative and judgment, the candidate will conduct complex and detailed financial, operational, and management audits of grants, programs and activities.

Specifically, the functions of the Staff Auditor will be to:

- Conduct complex and detailed financial, operational and management audits of grants, programs and activities in accordance with Generally Accepted Government Auditing Standards (GAGAS) and applicable rules, laws and regulations.
- Evaluate systems of internal control including management, financial and operating procedures and practices for effectiveness and efficiency.
- Examine financial books and related records to determine compliance with contract provisions, agency guidelines and grant requirements and determine whether financial controls and the maintenance of financial books and records are adequate.
- Prepare audit reports based on audit analyses including drafting audit conclusions, findings and recommendations and prepare audit referencing of working papers.
- Serve as a liaison on behalf of the agency on aspects relating to the audit process including providing technical assistance to the auditee.
- Manage special projects as needed.

#### **Minimum Qual Requirements**

1. 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 by the Council for Higher Education Accreditation (CHEA) including or supplemented by 24 semester credits in accounting, including one course each in: advanced accounting, auditing, and cost accounting; and one of the following:
  - A. one year of full-time satisfactory experience in management auditing, financial auditing, and/or information technology (IT) auditing; or
  - B. a valid Certified Public Accountant license issued by the New York State Education Department; or
  - C. a valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA); or
2. A satisfactory combination of education and/or experience equivalent to "1" above. Education and/or experience may be substituted as follows:
  - A. two years of full-time satisfactory experience in financial or managerial accounting may be substituted for the one year of experience described in "1(A)" above;
  - B. undergraduate or graduate credits 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 by the Council for Higher Education Accreditation (CHEA) in management, computer science, public administration, and/or business administration may be substituted for up to 9 semester credits in accounting, on a credit for credit basis.

However, all candidates must have a baccalaureate degree including or supplemented by 15 semester credits in accounting, including one course each in advanced accounting, auditing, and cost accounting, and one of the following: at least one year of the experience described in "1(A)" above or its equivalent; or a Certified Public Accountant license; or a Certified Internal Auditor certificate, as described in "1(B)" or "1(C)" above.

To be eligible for placement in Assignment Level II individuals must have, in addition to meeting the minimum requirements, at least one year of experience as a Management Auditor - Assignment I or at least two years of experience in management auditing, financial auditing, and/or information technology (IT) auditing.

#### **Preferred Skills**

- Strong communication, written and technical skills.
- Strong work ethic and attention to detail.
- Proficiency in MS Office, HHS Accelerator and PASSPort.



**Job ID: 556316**

**Business Title:** [Staff Auditor \(Continued\)](#)

**Division/Work Unit:** Budget

**Proposed Salary Range:** \$56,013 - \$89,610 (Annual)

**Preferred Skills (Continued)**

- Comfortable working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments.
- Ability to synthesize large amounts of information for relevant, manageable presentation.
- Experience working with cross-functional teams and diverse groups of people.
- Ability to manage both internal and external relationships.

**Additional Information**

**Loan Forgiveness**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with SBS qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements

**DCAS Office of Citywide Recruitment (OCR)**

The DCAS Office of Citywide Recruitment (OCR) builds partnerships with educational institutions and community-based organizations and participates in various recruitment events across all five boroughs to share information about City government jobs and the examination process.

If you would like to have the DCAS Office of Citywide Recruitment join your next recruitment event, or partner with us to host a Civil Service 101 Information Session, complete and submit our outreach request form.

Learn more about the [DCAS Office of Citywide Recruitment \(OCR\)](#).