

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME
DEPARTMENT OF BUILDINGS

DIVISION
Human Capital

ADDRESS1 280 Broadway, 6th Floor

ADDRESS2 New York, NY 10007

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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.

UNIT DESCRIPTION (Max characters 1000)

The Office of Human Capital is responsible for ensuring that the Department complies with applicable labor and employment laws and City and Agency rules and policies. The unit also provides guidance to managers and employees on a variety of topics including Recruitment, Employment, Civil Service, Labor Relations, Benefits, Citywide Programs, Performance Evaluations, Salary Administration, Timekeeping, and Time and Leave Administration.

POSITION TITLE (Max characters 100)

Job Analysis Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Office of Human Capital is developing a job evaluation system and job description library for the Department. The Job Analysis Intern will:

- Review and refine the proposed job evaluation system
- Develop proposals pertaining to the job evaluation system and other job classification matters
- Design the job description approval process
- Collaborate with stakeholders across the Department to develop and review job descriptions

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Graduate interns must be currently enrolled, or accepted in, a graduate program.

Good organizational skills
Detail-oriented

Strong analytical and problem solving skills
Excellent verbal and written communication skills
Ability to work independently and as member of a team
Proficiency in Microsoft Word and Excel

Preferred experience and/or courses related to job or organizational design, organizational policy, or research

APPLICATION PROCESS (Max characters 700)

Submit your resume and cover letter, indicating the job ID, DOB-009, in the subject line, to recruit@buildings.nyc.gov. Only candidates under consideration by the hiring manager will be contacted.

SALARY RANGE

Grad: \$720.50/week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

If selected, candidates must provide a transcript or enrollment verification statement from their school attesting that they are accepted to or enrolled in an accredited degree program.

Internships are available between May and September for a maximum duration of thirteen (13) weeks. The City of New York is an Equal Opportunity Employer.