

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Associate</u>	Salary:	<u>\$34,644 – \$57,655* \$39,841 – \$57,655**</u>
Title Code:	<u>56057</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Human Resources Assistant</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/Human Resources</u>		

Job Description:

- Serve as NYCAPS Job Opening Originator and PAR Processor.
- Prepare Job Vacancy Notices to be emailed to Unit Directors internally and sent to Human Resources Directors Citywide; maintain and update electronic tracking system for resumes sent to Hiring Managers.
- Handle the processing of new hire paperwork for Title V Participants and Foster Grandparents.
- Process all Personnel Action paperwork and maintain for Budget, Payroll and Personnel files for all Title V's and Foster Grandparents; create electronic logging system, and track OMB approvals.
- Responsible for accessing Agency Inquiry System (PRISE, PMS, NYCAPS and CHRMS).
- Responsible for tracking all non-DFTA staff, including consultants, reservists, interns and volunteers.
- Prepare civil service list call letters and keep track of correspondence; assist in the interview sessions.
- Operate and maintain the computerized ID card equipment. Responsible for taking photo ID's and coordinating network access for all employees affiliated with the Department for the Aging. Handle bi-annual renewal process for all non-DFTA staff.
- Perform special projects as needed for the Human Resources Unit.

***Non-City rate.**

****City incumbent rate.**

Minimum Qualification:

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:

- Must have at least 2 years' experience working with NYCAPS, PRISE, CHRMS and PMS.
- Strong knowledge of City hiring process. Hands on experience with e-Hire and e-Cert procedures.
- Excellent organizational and communication skills both oral and written.
- Proficiency in MS Word, Outlook, and Excel.
- Able to multi-task and prioritize as well as meet deadlines.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #230410

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#230410

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **February 4, 2016**

Post Until: **Filled**

JVN No. **125-16-21CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER