

# 2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (DCAS)

## DIVISION

Human Capital/NYCAPS Central (NCC)

ADDRESS1 59 Maiden Lane, 33rd Floor

ADDRESS2 New York, NY 10038

CONTACT NAME Marta Vapnitsky

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PHONE (212) 465-3076

FAX

## AGENCY DESCRIPTION (Max characters 1200)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases nonresidential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages City Store; monitors **City agency fleets** and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## UNIT DESCRIPTION (Max characters 300 )

NCC is a human resources service center that oversees the expansion and maintenance of NYCAPS, a centralized state-of-the-art automated personnel system for human resources professionals, managers and employees to access and manage personnel and benefits information.

## POSITION TITLE (Max characters 100)

NYCAPS Central - HRIS Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

The NCC HRIS Unit is responsible for analyzing system errors; analyzing new projects/system enhancements and write business requirements; testing for roll-out of new NYCAPS functionality (e.g., eHire, ePerformance, etc.); trouble-shooting system issues submitted by agencies; managing mass updates to effectuate title consolidations and reclassifications, as well as personnel and payroll transactions; providing HR data analysis and reports to the Mayor's Office of Operations, DCAS executives, and other agencies for decision and support. Prospective candidates will perform duties that include, but are not limited, to the following:

- running reports from Siebel, NCC's service request database;
- performing data validation using Excel;
- assisting the HRIS team to format and update document templates internal to the team; and
- performing other administrative tasks.

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

- Proficient in Microsoft Word and Excel;
- Excellent communication skills; and
- Ability to follow instructions when assigned multi-step tasks.

**APPLICATION PROCESS (Max characters 700 )**

Submit cover letter and resume to the above referenced agency contact.

**SALARY RANGE**

\$420 per week

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Internships are available between May and September for a maximum of 13 weeks.  
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

[nyc.gov/internship](http://nyc.gov/internship)

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