

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (DCAS)

DIVISION

Human Capital - Bureau of Strategic Planning/Office of Citywide Personnel Policy

ADDRESS1 One Centre Street, 21st Floor

ADDRESS2 New York, NY 10007

CONTACT NAME Nelmy Negrete

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PHONE (212) 386-0693

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AGENCY DESCRIPTION (Max characters 3000)

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 CityStore; 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 1000)

The Citywide Personnel Policy Unit performs critical policy related analytical work for the Human Capital Line of Service. The unit is responsible for aligning leave related procedures across citywide agencies and documenting DCAS personnel policy memos and interpretations in order to increase transparency and efficiency in policy and leave regulation implementation. The unit is a useful resource for HR departments across city agencies in handling employee issues relating to policy, leaves of absences, absence control and other personnel issues.

POSITION TITLE (Max characters 100)

Citywide Personnel Policy Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The intern will assist Policy Analysts on various projects such as reviewing policy and procedure related materials and the classifying and cataloging of the information. The intern will also perform research and scan policy documents. May set up or work with databases and information systems to catalogue and access information.

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

Candidate should:

- Be able to work on multiple projects of varying difficulty;
- Assist Analysts with finding policy materials;
- Be comfortable working both individually and as part of a group on projects and assignments;
- Be familiar with spreadsheet, database, presentation, and word processing applications;
- Have the capacity to learn and adapt in a dynamic fast-pace environment; and
- Be pursuing a degree in public policy, public administration, or other related field, preferable with analytical and/or research course work.

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

Undergraduate Intern \$12.00 per hour / \$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.