



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Principal Administrative Associate– Level III	JOB ID #: 172507
OFFICE TITLE NYCAPS & Certification Coordinator	SALARY \$49,488 - Minimum salary for full-time employees with less than 2 years of City service \$56,911 - Minimum salary for full-time employees who have 2 years of City service
BUREAU/DIVISION/UNIT Human Resources / Processing Unit	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:

The successful candidate will be responsible for preparing and processing personnel transactions for new hires, promotions, terminations, suspensions, reassignments, and other personnel related transactions, utilizing NYCAPS, PMS, PRISE and the CHRMS systems. Advise supervisor of any issues regarding the processing of personnel actions. Verify information entered on NYCAPS data forms submitted to the Payroll Department. Maintain liaison functions with various bureaus within the Department as well as other city Agencies with regards to civil service lists and other personnel related issues. Respond to personnel related inquiries and requests. Coordinate civil service pools and finalize certifications via PRISE, including processing DP72s and DP71s. Assists with new hire orientations. Maintain and track all personnel transactions in the NYCAPS Log book. Perform other related duties, assume additional assignments as necessary.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and three years of satisfactory full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience described in "1" above; or
3. 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 satisfactory full-time progressively responsible clerical/administrative experience including one year of the administrative supervisory experience as described in "1" above;
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years.

PREFERRED SKILLS:

Previous Human Resources experience and knowledge of NYCAPS E-Hire System, PMS, PRISE and CHRMS. Excellent writing skills and oral communication skills. Knowledge of Microsoft Word, Excel and Access databases.

ONLY PERMANENT PRINCIPAL ADMINISTRATIVE ASSOCIATES MAY APPLY TO THIS POSTING.

NOTE: New York City residency is 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 APPLY: CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (ESS). PLEASE REFER TO JOB ID # 172507

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

DATED: October 25, 2014

***POST UNTIL*:** November 5, 2014

The Fire Department is an Equal Opportunity Employer