



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

CIVIL SERVICE TITLE Principal Administrative Associate, Level-II	TITLE CODE #: 10124
OFFICE TITLE HR Processor	SALARY \$46,782 - Minimum salary for full-time employees with less than 2 years of City service \$53,799 - 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 HR Processor is responsible for the following duties: prepare and process Traveling Personnel Folders (TPF). Collect and process Jury Duty notices; maintain and process DP2001 Transfer Requests for all new appointments and transfers. Perform research. Prepare reports concerning new pension enrollments, buy-backs and NYCERS transactions. Perform personnel related issues (i.e. city start dates, civil service status, etc.). Prepare correspondence as necessary. HR Processor will also assist in processing civil service actions, including but not limited to finalizing certifications, assist in coordinating list calls. 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. Assist with new hire orientations. Utilize NYCAPS, PMS, PRISE and the CHRMS systems.

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.

****This position is only open to applicants with permanent status in the title of Principal Administrative Associate.****

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 <https://a127-ess.nyc.gov/>
REFER TO JOB ID # 232305.

DATED: February 22, 2016 ***POST UNTIL*:** March 4, 2016

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer