



## **New York City Employees' Retirement System Job Vacancy Notice CITYWIDE**

**Civil Service Title:** Administrative Labor Relations Analyst, M-5

**Salary:** \$120,000-145,000 (Annual)

**Title Code:** 82994

**Division:** Executive

### **Job Description:**

The New York City Employee's Retirement System (NYCERS) seeks a Director of Strategic Planning and Initiatives. Under the direction of the Executive Director, this role will lead in the implementation of programs and projects that support the agency's mission, vision, strategic objectives and goals. The Director of Strategic Planning and Initiatives will lead and/or support work associated with various strategic workforce development, organizational change management and other projects or initiatives throughout the Agency. This position has a significant role in shaping the strategic agenda for NYCERS and will manage the cycle of Strategic Planning and Performance Management activities. They will also provide consultative expertise and program management for specific strategic initiatives.

### **Key Responsibilities:**

- Manages the development and execution of the Agency's Strategic Plan with the executive and senior team;
- Oversees tracking and reporting on the status of strategic initiatives;
- Leads and/or supports Agency-wide transformation projects;
- Facilitates cross-functional teams and interactions between division and units across the Agency;
- Assists in developing employee engagements strategies; strengthens the connection between the Agency's goals and strategic objectives and the day-to-day operations of the Agency; and assists in enhancing communication through the Agency; and
- Utilize knowledge of qualitative and quantitative methods to develop and implement strategic programs and initiatives.

### **Preferred Skills and Experience:**

- A Baccalaureate degree in public administration, public policy, business management, or a related field; Master's degree preferred.
- 5+ years of managerial experience, particularly in strategic planning, organizational development, and/or organizational change management.
- Excellent written, verbal and analytical skills.
- Strategic, big picture thinker.
- Experience with the COSO risk management and internal control framework.
- Ability to confidently create partnerships and effect change across a complex agency.
- 5+ years of experience working for a public pension administration system.

**MINIMUM REQUIREMENTS ARE ATTACHED  
NEW YORK CITY RESIDENCY IS REQUIRED**

**DATED:** 3/8/2019

**POST UNTIL:** 3/21/2019

**NYCERS POSTING NUMBER:  
009-19-0056**



**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job Posting ID number 009-19-0056 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES: Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID#: 386269**  
**ALL OTHER APPLICANTS: [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 386269**

**Minimum Qualification Requirements:**

1. A master's degree from an accredited college in business or public administration, economics, labor or industrial relations, statistics or a closely related field and four years of satisfactory full-time professional experience in labor research and analysis, employee benefit design and benefit program evaluation, compensation analysis, labor economics, economic planning or a related area, 18 months of which must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in labor research and analysis, employee benefit design and benefit program evaluation, compensation analysis, labor economics or economic planning; or
2. A baccalaureate degree from an accredited college and five years of professional experience, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess a baccalaureate degree from an accredited college, and must possess the 18 months of executive, managerial, administrative or supervisory experience as described in "1" above.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.