



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

**Civil Service Title:** Administrative Staff Analyst, M-5

**Salary:** \$120,000-\$134,000 (Annual)

**Title Code:** 10026

**Division:** Organizational Development & Training (ODT)

**Job Description:**

The New York City Employees' Retirement System (NYCERS) seeks to hire a Deputy Director of Organizational Development & Training (ODT). Under the direction of the Director of ODT, the areas of responsibility for this position cover overseeing onboarding, learning and development, coaching and change management. The Deputy will drive innovative and high-impact initiatives and programs aligned with NYCERS' vision and strategic goals.

This position is responsible for managing and mentoring members of the ODT team, supporting their work and ensuring functions and processes are initiated, delivered and evaluated in a timely and professional manner.

The Deputy will initiate, advance, develop, direct facilitate and implement learning programs tied to strategic outcomes. They will partner with business leaders and ODT staff to facilitate team effectiveness and engagement activities, lead the assessment of the organizational development and training programs and ensure effective implementation of changes, including quality improvements, delivery methodologies and mechanisms and feedback/coaching strategies. They will serve as a change management resource for organizational initiatives.

This position requires staying current with leading edge organizational development solutions; cultivating and maintaining relationships with leaders and staff to identify the needs of the business, recommending effective process to support their success, and the ability to coordinate and manage coaching programs.

The successful candidate will thrive in a division whose guiding principles include: engaging in healthy practices for resilience; clear and effective communication and conversations, assuming positive intent, continuous learning, framework of beginning/middle/closing, strength based, ensuring employees are equipped with the knowledge and tools to be successful in their work, and a commitment to reinforcing and sustaining the practices, policies, procedures and tools that we teach and learn.

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

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job Posting ID number 009-19-0060 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#: 386531

**ALL OTHER APPLICANTS:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID#: 386531

**DATED:** 3/11/2019

**POST UNTIL:** 3/25/2019

**NYCERS POSTING NUMBER:  
009-19-0060**

**Requirements:**

- Bachelor's degree in Organizational Development, psychology, Business Administration or related field, and five (5) years of relevant professional experience.
- Demonstrated leadership & experience leading innovative solutions in learning, development or business solutions.
- Experience in change management, including developing strategies and tools for managing, sustaining, supporting and adapting to organizational change.
- Able to develop strong working relationships, lead projects facilitate change processes, and effectively communicate to achieve additional goals.
- A proven record of accomplishment of designing or sourcing highly effective and current trainings for adult learners, with a demonstrated mastery of teaching and facilitating them.
- Strong written and verbal skills.

**Minimum Qualification Requirements:**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including 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.