



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

Civil Service Title: Administrative Staff Analyst, M-7

Salary: \$100,000-\$145,000 (Annual)

Title Code: 10026

Division: Security & Facilities

Job Description:

The New York City Employees' Retirement System (NYCERS) seeks to hire a Director of Security and Facilities (Director), who will be responsible for safeguarding the Agency's clients, employees and staff facilities in Brooklyn and Long Island City. This position requires skill in speaking with persons of various social, cultural, economic and educational backgrounds; excellent oral and written communication and interpersonal skills; outstanding organizational and leadership skills; ability to analyze information and make sound decisions; ability to listen and observe in order to meet the varying needs of clients and staff; ability to de-escalate situations; ability to work independently with a sense of urgency; ability to maintain objectivity and confidentiality; and the ability to respond to emergency situations in a timely and professional manner.

The Director will advise the Executive Director on all matters related to the safety of NYCERS' employees and property, including constant threat analysis, personnel issues, staffing assignments and training for security and facilities personnel. They oversee contract security staff in Brooklyn and Long Island City, including the Customer Service Center for appropriate coverage, to ensure the safety of our clients and employees and resolve escalated issues. This position requires the ability to establish and maintain relationships with Agencies within the city, state and federal government including the NYC Department of Investigation (DOI), Office of Emergency Management (OEM), New York City Police Department (NYPD) and Fire Department of New York (FDNY), interaction with contract vendors, and the property management offices at both locations,

The Director is responsible for the development, coordination, management and communication of security plans through proactive leadership, engagement of security staff to maximize efficiency, and constant assessment of the efficacy of all physical security programs to make timely recommendations to the Executive Director. They will acquire and maintain emergency notification and facility access systems, coordinate an ongoing review of existing security programs and initiate the development of new programs, as needed, at both facilities. On an annual basis, they provide active shooter, fire safety, and violence prevention training to over 500 staff and consultants. They will ensure that both sites are in compliance with security and NYC and NYS building codes and regulations and that the LIC site is maintained not only for daily operation but also as a physical disaster recovery site.

The Director is a member of NYCERS Pandemic Planning and Response Team, responsible for acquiring PPE supplies, installation and upkeep of agency signage, ensuring compliance with CDC social distancing and PPE requirements in both locations overseeing and managing the process for customer intake in collaboration with the Client Services Director, including the administration of the CDC Health Survey, client temperature scanning, and scheduling cleaning and disinfecting of either office location as necessary.

The Director oversees and manages the Document Control Unit and Mail Room, with a staff of over 40 employees, in both locations, including work allocation, training, developing internal procedures and controls, personnel actions and issue resolution; and motivating employees to achieve peak productivity and performance. The Director supervises the administration and operation of document control intake, scanning and indexing operations. They manage and oversee the Agency's Records Retention Policy and Procedures, including archival record keeping and maintenance of the file storage and equipment. The Director is responsible for procuring and distributing all office supplies for both locations.

MINIMUM REQUIREMENTS ARE ATTACHED
NEW YORK CITY RESIDENCY IS REQUIRED
APPLICANTS MUST BE PERMANENT ADMINISTRATIVE STAFF ANALYST

DATED: 3/3/2021

POST UNTIL: 4/30/2021

NYCERS POSTING NUMBER:
009-21-0049



Job Description:

The Director works with Finance Division's, Banking Operations Unit to oversee and monitor check transactions to identify and resolve errors and ensure that preventive actions are taken to prevent overpayments and fraud. The Director works with the Director of Finance to conduct a Corruption and Fraud Risk Analysis annually and in collaboration with the General Counsels' office as an independent investigator of fraudulent incidents.

The Director must be proficient with building plans, and is responsible for planning and overseeing internal construction projects, collaborating with contractors, and ensure all regulations are met and coordinating with the Director of Administration to track the project budget.

This position requires proficiency in facility access control and alarm systems, and emergency equipment and evacuation procedures, preparation of quality assurance metrics, drafting security and facility reports, conducting independent background checks, familiarity with NYC PPB rules to procure goods and services, training members of an Emergency Response Team, authorizing, annually updating and executing emergency evacuation & disaster recovery plans, and managing, maintaining and transporting highly confidential documents and data.

The Director also functions as an Equal Employment Opportunity Officer, reporting directly to the Executive Director, maintaining the Equal Employment Opportunity Plan and Program in accordance with the law and guidelines issued by the City's Equal Opportunity Division. They conduct EEO investigations and interviews and work to address any inequities discovered in selection, placement, employee development, training, promotion, working conditions, and discipline.

Strongly preferred skills:

- Ability to apply a holistic approach to the security program and operational demands to ensure alignment of all security efforts;
- Knowledge of physical security equipment;
- Experience working with a computerized security system;
- Experience working with the C•CURE security management system and DVR security;
- Experience configuring, managing and monitoring an emergency management notification system;
- Experience managing and monitoring a visitor management system;
- Ability to be on call 24 hours a day, seven days a week, with flexible hours;
- Financial and check fraud investigation experience for a large institution; and
- Strong coordination, organization and liaison skills to help consult in the design and implementation of security program strategies
- Ability to seek and gain consensus on creative solutions to complex security issues.
- Certified Fraud Examiner (CFE)
- NYC FDNY Emergency Action Plan Certification
- Fire Safety Certification

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TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job Posting ID number 009-21-0049 AND A COPY OF A CURRENT RESUME TO:

**CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 459041
ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 459041**

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Preferred skills:

- Full-time, paid experience managing and maintaining physical and information security in a highly confidential environment
- EEO training and experience
- Law enforcement experience in the financial and government sectors
- Fraud protection experience in a banking or financial institution
- Knowledge of emergency management and disaster recovery planning and implementation
- Experience with incident management techniques and implementation
- Experience managing security operations in multiple locations
- Knowledge of New York City procurement procedures
- Knowledge of and experience working with computer systems

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.