

# Deputy Chief Administrative Officer

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## Posting Details

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### Position Information

<b>Job Title</b>	Deputy Chief Administrative Officer
<b>Position Type</b>	Non-Civil Service
<b>Appointment Type</b>	Permanent
<b>Salary</b>	<p><b>For current NYSTRS employees hired prior to 4/1/2015:</b> \$120,952 to \$175,350</p> <p><b>All other applicants:</b> \$120,952 to \$167,836</p>
<b>Salary Grade</b>	DD

### Position Summary

The Deputy Administrative Officer will assist the Chief Administrative Officer in leading and overseeing the Division of Administration. The Division is responsible for Human Resources, Budget and Analytics and Project Management.

### Job Duties

- Oversight of the Human Resources functions which include the areas of recruitment, benefits, training and development and labor and employee relations
- Oversight of the development and administration of the System's operating budget, business plan and performance measures
- Oversight of data analytics performed in support of Division/System planning efforts
- Oversight of the NYSTRS project management function
- Strategic Planning as it relates to human and fiscal resources necessary to support the mission and vision of the System and the continual improvement of each functional area within the division
- Oversight of System workforce planning efforts
- Making presentations to all levels of the organization, including the Board
- Oversight and leadership for special projects
- Other duties as required

### Minimum Qualifications

- Seven years of experience at the managerial level with responsibility for one or more administrative functions (i.e. Legal, Budget, Human Resources) for a complex organization consisting of at least 300 employees
- Or
- A bachelor's degree and five years of experience at the managerial level with responsibility for one or more administrative functions (i.e. Legal, Budget, Human Resources) for a complex organization consisting of at least 300 employees

### Preferred Qualifications

- Advanced degree in business or public administration or a related field or a law degree
- Experience interpreting and applying law rule and regulation
- Excellent interpersonal skills
- Knowledge and understanding of Human Resource principles and practices
- Knowledge and understanding of Budgeting principles and practices
- Knowledge and understanding of Project Management principles and practices
- Experience working in a leadership capacity for a public sector organization
- Ability to build strong working relationships across all levels of the organization and work effectively with others

- Proven record of taking initiative/self-starter
- Ability to effectively lead and strengthen teams
- Strategic thinker committed to proactive identification of solutions and improvements
- Ability to work collaboratively across all departments to achieve system-wide objectives
- Strong oral and written communication skills
- Ability to organize and prioritize work in a dynamic and complex environment to meet deadlines and daily requirements
- Possess discretion in handling sensitive and confidential information
- Strong analytical skills with attention to detail
- Strong decision-making and problem-solving skills
- Ability to speak to and present information to a wide variety of audiences, including at the Board level
- Commitment to providing exceptional customer service

**Physical Demands**

N/A

**Posting Detail Information****Posting Number**

AS74P

**Application Deadline**

12/03/2018

**Special Instructions to Applicants**

This position does not come under the jurisdiction of the Department of Civil Service. It comes under the Manager/Executive Plan. New appointees to Manager/Executive Plan positions must serve a one-year review period. If you are currently employed by NYSTRS in a Confidential or Negotiating Unit position, you will be granted leave without pay from your current position while you are serving the review period. Upon successful completion of the review period, the hold on your current position will be discontinued and you will no longer have any rights under Civil Service.

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* How many years of professional experience do you have in which interpreting and applying laws, rules and regulations was a significant job responsibility?
  - 0 to 2 Years
  - More than 2 Years to 4 Years
  - More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
2. \* How much experience do you have in which you were responsible for overseeing or performing duties directly in support of a human resources function for an organization with 200 or more employees?
  - 0 to 2 Years
  - More than 2 Years to 4 Years
  - More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
3. \* How much experience do you have in which you were responsible for developing or overseeing development of a budget for an organization with 200 or more employees?
  - 0 to 2 Years
  - More than 2 Years to 4 Years
  - More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
4. \* How much experience do you have directly managing projects or overseeing the project management function for an organization with 200 or more employees?
  - 0 to 2 Years
  - More than 2 Years to 4 Years

- More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
5. \* How much public sector experience do you have in a managerial or executive level position?
- 0 to 2 Years
  - More than 2 Years to 4 Years
  - More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
6. \* How many years of professional experience do you have in which deriving cost estimates and projections was a significant responsibility?
- 0 to 2 Years
  - More than 2 Years to 4 Years
  - More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
7. \* How many years of professional experience do you have in which analyzing and interpreting data was a significant responsibility?
- 0 to 2 Years
  - More than 2 Years to 4 Years
  - More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
8. \* How much experience do you have allocating and prioritizing staff resources in order to accomplish goals?
- 0 to 2 Years
  - More than 2 Years to 4 Years
  - More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
9. \* How much experience do you have in which you were responsible for overseeing 2 or more departments for an organization with 200 or more employees?
- 0 to 2 Years
  - More than 2 Years to 4 Years
  - More than 4 Years to 6 Years
  - More than 6 Years to 10 Years
  - More than 10 Years
10. \* Are you proficient using Microsoft Excel to create spreadsheets using basic functions and formulas?
- Yes
  - No
11. \* Are you proficient using Microsoft Word to create documents?
- Yes
  - No
12. \* Do you have a law degree or an advanced degree in business, public administration or a related field?
- Yes
  - No
13. \* Do you have seven years' experience at the managerial level with responsibility for one or more administrative functions (i.e. Legal, Budget, Human Resources) for a complex organization consisting of at least 300 employees OR a bachelors' degree AND five years' experience at the managerial level with responsibility for one or more administrative functions (i.e. Legal, Budget, Human)?
- Yes
  - No

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## Documents Needed To Apply

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### Required Documents

None

### Optional Documents

None