

City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice

Civil Service Title: ADMINISTRATIVE STAFF ANALYST (NM)	Level: NM
Title Code No: 1002D	Salary: \$54,740--\$100,000 Annually
Business Title: Director of Quantitative and Spatial Analysis	Work Location: 280 Broadway, 7th Floor, N.Y.
Division/Work Unit: Strategic Planning & Policy	Number of Positions: 1
Job ID: 227031	Hours/Shift: 35 hours (minimum)

Job Description

ONLY THOSE CANDIDATES SERVING PERMANENTLY IN THE TITLE OF ADMINISTRATIVE STAFF ANALYST OR THOSE WHO HAVE TAKEN THIS CIVIL SERVICE EXAM WILL BE CONSIDERED.

The Strategic Planning & Policy unit is responsible for shaping and implementing Mayoral priority projects and special initiatives that address the most critical development and construction safety policy issues as outlined in the most recent report "Building One City". The Strategic Planning & Policy unit supports the Departments operations and policy making with quantitative analysis, data visualization, mapping, and spatial analysis, data cleaning, documentation and data descriptions, and programming.

DOB seeks an experienced professional with strong leadership and management skills to serve as Director of Quantitative & Spatial Analysis. Under the direction of the Chief Analytics Officer, the Director of Quantitative & Spatial Analysis leads research and policy analysis, GIS and spatial analytics, including ArcGIS, and statistical programming. The Director will manage a team of analysts and their portfolio of projects, ensuring timely and quality delivery of work from the team. The Director will also be responsible for managing internal team processes and administration. Responsibilities will include:

- Scope and implement research projects, reports, and maps, defining and structuring discrete tasks.
- Develop and conduct both routine and ad hoc geospatial analysis.
- Identify, research, and test other geospatial data sources.
- Produce high quality maps with clear methodologies and symbologies.
- Translate analysis results to reports, memos, or presentations.
- Create and maintain thorough documentation.
- Define and manage the team's pipeline of projects, which includes monitoring team member's workload, determining project team structures and consulting with the Chief Analytics Officer on the alignment of overall team project portfolio and capacity.

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.

Preferred Skills

- Experience with research and policy analysis
- Experience with adapting plans to address unexpected changes in a time-intensive environment
- Strong GIS and spatial analytics, including ArcGIS
- Ability to work independently, take initiative, and collaborate effectively with others

Additional Information

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Residency Requirement

New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For Non-City/External Candidates: Visit www.nyc.gov/jobs/search and search for the specific Job ID #227031.

For Current City Employees: Visit www.nyc.gov/ess to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #227031.

No phone calls, faxes or personal inquiries permitted.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Posting Date: 12/30/2015

Post Until: 01/13/2016

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