

**City of New York  
DEPARTMENT OF BUILDINGS  
Job Posting Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst (NM)	<b>Level:</b> 00
<b>Title Code No:</b> 1002D	<b>Salary:</b> \$54,740--\$105,000 Annually
<b>Business Title:</b> Implementation Specialist	<b>Work Location:</b> 280 Broadway, 7th Floor, N.Y.
<b>Division/Work Unit:</b> Strategic Planning & Policy	<b>Number of Positions:</b> 1
<b>Job ID:</b> 196554	<b>Hours/Shift:</b> 35 hours (minimum)

**Job Description**

The Implementation Manager will report to the Executive Director of Borough Operations in the Strategic Planning & Policy unit.

Responsibilities will include:

Project planning and implementation: working with strategic planning and project management team to implement new initiatives and process changes in the Borough Offices to support the Agency's goals.

Making recommendations on process changes in the boroughs to improve and streamline operations and the customer service experience.

Creating process flows and performing business process reviews.

Rotating through various borough offices to monitor program implementations and document progress/unit responsiveness.

Documenting changes with meeting notes, flow charts, business requirements documents, and edits to program policy and standard operating procedures as needed.

Developing and conducting trainings as necessary on new processes.

Troubleshooting with borough staff and public.

Leading meetings with internal and external stakeholders as needed.

Gathering and analyzing data to demonstrate successes/challenges of implementation.

Working proactively and independently to solve project problems and drive issues to resolution.

Other tasks as directed by program management.

Responsible for issue resolution and escalation to the Executive Director of Borough Operations.

**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**

Ability to handle multiple projects/tasks simultaneously

Experience with project management and implementation

Microsoft Suite (Excel, PowerPoint, Outlook, Project, Visio, etc.)

**Additional Information**

Only those serving permanently in the title of Administrative Staff Analyst or those who can provide proof of filing for the Administrative Staff Analyst civil service exam will be considered.

**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 the [External Applicant NYC Careers site](#) and search for the specific Job ID #.

**For Current City Employees:** Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #.

No phone calls, faxes or personal inquiries permitted.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

**Posting Date:** 6/09/2015

**Post Until:** Filled

**The City of New York is an Equal Opportunity Employer**