

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

Civil Service Title: Administrative Staff Analyst	Level: 00
Title Code No: 1002A	Salary: \$56,937--\$75,000 Annually
Business Title: Project Advocate	Work Location: NYC - All Boroughs
Division/Work Unit: Strategic Planning & Policy	Number of Positions: 2
Job ID: 199670	Hours/Shift: 35 hours (minimum)

Job Description

The NYC Department of Buildings is responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency and professionalism. We are committed to becoming a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. We are committed to improving our performance and developing procedures that are streamlined, understandable and transparent.

Reporting to the Chief Plan Examiner, duties will include, but are not limited to:

- Serving as the customer service liaison for a group of applicants and coordinating an effort to deliver Certificate of Occupancies (C of O) in a timely fashion.
- Being a single point of contact for special projects within the agency in support of the Department's Strategic Plan.
- Performing quantitative and qualitative analysis to make recommendations on more efficient processes for plan exam, inspections or certificate of occupancy.
- Attending public forums and other meetings relating to DOB issues.
- Conducting monthly meeting with large scale project developers to discuss project status.

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.

Additional Information

ONLY THOSE SERVING AS PERMANENT ADMINISTRATIVE STAFF ANALYST OR THOSE WHO CAN PROVIDE PROOF OF FILING FOR THE ADMINISTRATIVE STAFF ANALYST CIVIL SERVICE EXAM

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: 7/10/2015

Post Until: Filled

The City of New York is an Equal Opportunity Employer