

**City of New York**  
**DEPT. OF HOMELESS SERVICES**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst NM	<b>Level:</b> N/A
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$56,937.00/\$88,649.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Special Assistant	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Policy & Planning/Policy & Research	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2847 <b>POSITION:#</b> 1640

**Job Description**

The Department of Homeless Services (DHS) seeks an Administrative Staff Analyst NM to work within the Deputy Commissioner's Office in the Division of Policy and Planning. The selected candidate will use the agency's recently implemented system-wide administrative database and case management system (CARES) to assist various divisions of the agency with research, analysis, performance tracking and data presentation to all DHS divisions and provider agencies. The Special Assistant will analyze trends in the DHS population to project shelter use, monitor performance, capacity needs; as well as to assess the impact of prevention-based programs and policies. S/he will work to understand past and current trends in the DHS homeless population, to predict future trends in shelter use and service needs, and to assess the impact of program to ensure that DHS resources are targeted to those who are most in need. S/he will develop data collection tools, construct queries of the agency's information systems in response to continuous quality improvement metrics, assist the divisions/providers to improve performance based on continuous quality improvement data that is presented on a quarterly basis; and work to effectively communicate the results of these analyses to agency/provider staff and partners. S/he will conduct interagency data matches and evaluations of existing programs and policy initiatives in collaboration with consultants and/or research institutions when appropriate. S/he will work on special projects as required. In addition, the selected candidate(s) will be required to manage multiple projects simultaneously under tight deadlines.

Candidates must be serving as permanent Administrative Staff Analyst or provide proof of filing for the Civil Service Exam for this title in order to be considered for this position.

**Qualification Requirements**

1. A master's degree from an accredited college in economics, finance accounting business or public administration, operations research, organizational behavior, statistics, sociology, social work, political science, or a closely related field, and two years of satisfactory full-time professional experience (paid or unpaid) working in a large public or private concern, or in a related area.
2. A baccalaureate degree from an accredited college and two years of professional experience, including the 12 months of managerial, administrative or supervisory experience, as described in "1" above. Or a baccalaureate degree from an accredited college with a degree in Mathematics, Statistics or Policy Analysis with two years of experience full-time professional experience and experience as described in "1" above. Internships related to the position will be considered experience.

**Preferred Skills**

Ability to build and maintain effective relationships both internally and externally; excellent written and oral skills; and excellent analytical skills. Must have excellent working knowledge of PPB Rules, FMS, Accelerator and APT systems.

**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 City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 8/19/2015

**Post Until:** 9/2/2015

**JVN:** 071-2016-208144

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