

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

Civil Service Title: Administrative Staff Analyst NM	Level: N/A
Title Code No: 1002A	Salary: \$56,937.00/\$88,649.00 Frequency: ANNUAL
Office Title: Compliance Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Legal/Legal Affairs	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2850 POSITION:# 154

Job Description

REPOST

The New York City Department of Homeless Services (DHS) seeks an Administrative Staff Analyst NM to serve as a Compliance Analyst in its newly-formed Regulatory Compliance & Accountability unit in the Office of the General Counsel. The successful candidate will serve as Compliance and Accountability Analyst.

Reporting to the Assistant Commissioner for Regulatory Compliance & Accountability, the analyst will work closely with internal and external partners to ensure that DHS' facilities, both directly-managed and those managed by provider agencies, comply with statutory, regulatory, and contractual obligations including, but not limited to, facility maintenance and repair, operational plans, the DHS Routine Site Review Inspections (RSRI) program, and additional facility and programmatic monitoring processes.

The Compliance Analyst will be responsible for monitoring and coordinating compliance matters across a large portfolio of city-owned/managed and provider-managed facilities. S/he will work with internal and external partners to monitor the implementation of work plans and corrective action plans related to the regulatory and programmatic requirements of DHS shelters. Such matters will include, but are not limited to facility maintenance and repair issues, capital planning and oversight, and ensuring that corrective action plans are established, reviewed, executed and closed within established timeframes.

Candidates must be serving as a permanent Administrative Staff Analyst or provide proof of filing for the Administrative Staff Analyst examination 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

The ideal candidate will be highly motivated and possess superb analytical skills to assist DHS in a wide variety of areas, including data analysis and quality management. The successful candidate must demonstrate knowledge of the NYC Housing Maintenance and Building Codes, the FDNY rules for fire safety in residential (and shelter) facilities; and HPD's rules for clearing building violations. S/he should also possess excellent research, writing, and communication skills, a positive demeanor and the ability to successfully manage project to completion under tight deadlines. Fluency in utilizing Microsoft Access, Excel and Word

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: 8/21/2015

Post Until: 9/4/2015

JVN: 071-2016-208750

The City of New York is an Equal Opportunity Employer.