

**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> Senior Policy Analyst	<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> 2887 <b>POSITION:#</b> 4525

**Job Description**

\*\*\*REPOST\*\*\*

The NYC Department of Homeless Services (DHS) seeks an Administrative Staff Analysts NM to work within its Continuous Quality Improvement & Evaluation Unit as Senior Policy Analyst 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 continuous quality improvement, data collection, analysis, performance tracking and data presentation to all DHS divisions and provider agencies. The Senior Policy Analyst 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 candidates will be required to manage multiple projects simultaneously under tight deadlines.

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 candidate must have a strong background in data and policy analysis, research methodology, program evaluation, as well as a comfort using large data sets. S/he must possess experience with continuous quality improvement activities as well as with SPSS, STATA, or SAS. Knowledge of query/report generation software such as SQL or PLSQL preferred. Excellent written and verbal communications skills are also required. An assessment of SPSS skills will be conducted prior to selection.

**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:** 10/1/2015

**Post Until:** 10/16/2015

**JVN:** 071-2016-217073

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