

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

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| Civil Service Title: Administrative Staff Analyst NM | Level: N/A |
| Title Code No: 1002A | Salary: \$59,542.00/\$92,704.00 Frequency: ANNUAL |
| Office Title: Deputy Director of Reporting | Work location: 33 Beaver Street MANHATTAN, NY 10004 |
| Division/Work Unit: Policy & Planning (ESG/HMIS) grants/Planning, Development and Grants (ESG/HMIS) | Number of Positions: 1 |
| Hours/Shift: Mon.-Fri. 9:00am-5:00pm | Agency Tracking #: 2945 POSITION:# 5507 |

Job Description

The NYC Department of Homeless Services (DHS) seeks a Deputy Director of Reporting to serve on federally funded grants. The Deputy Director will work with recipients of ESG-funded shelter, outreach, prevention, and rapid re-housing programs to ensure compliance with HUD regulations and assist in leading federal reporting requirements. S/he will manage the collection, analysis, presentation of data and statistics from the Homeless Management Information System (HMIS) and other databases for local and federal reporting. S/he will analyze data, complete reports in an effort to monitor performance and report on outcomes specific to homeless populations served under federal grant funds. The Deputy Director will work with various databases and in collaboration with stakeholders to evaluate and improve program outcomes. The selected candidate will be responsible for maintaining an open communication line with DHS staff, providers, and will be assigned to complete special projects specific to federally funded programs. The selected candidate will also perform other duties as assigned.

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, 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 working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or 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, fiscal management, or in a related area, 18 months of which 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, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Preferred Skills

This position requires a strong project planning and critical skills for analyzing presenting data. Strong Background working with databases, report writing, and comfort using large data sets. Ability to interpret complex government regulations. Ability to bridge gap between technical and non-technical language. Customer service oriented, flexibility in managing multiple projects and deadlines; ability to work independently; ability to troubleshoot and resolve data-collection problems. Customary and regular exercise of discretion and independent judgment. Ability to maintain client and agency confidentiality required. Excellent written and verbal communication skills. MPH or Master's degree in a social policy related field a plus. Experience with Access, SPSS, SAS preferred. Must be a self-starter, critical thinker, with sound judgment, and the ability to prioritize multiple tasks. Work must be timely and precise.

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: 11/12/2015

Post Until: 11/27/2015

JVN: 071-2016-222472

The City of New York is an Equal Opportunity Employer.