

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: \$59,542.00/\$92,704.00 Frequency: ANNUAL
Office Title: Senior Policy Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Family Services/Deputy Commissioner for Family Programs	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2968 POSITION:# 3774

Job Description

REPOST

The NYC Department of Department of Homeless Services (DHS) seeks an Administrative Staff Analyst NM to work within the Division of Family Services, Office of the Deputy Commissioner as part of our Child Safety Campaign. The selected candidate will work with a complex data model of the CARES Application. S/he will develop, monitor, and improve the agency's methods for measuring system performance of the Child Safety Team to ensure that data submitted by the teams support their interaction with our clients and meets the division's parameters. S/he will develop data collection tools, construct queries of the agency's information systems, assist the division in the formation of new reports to support policy decision-making as it pertains to the Child Safety Team and work to effectively communicate the results of these analyses to agency staff and partners.

Working collaboratively with staff in the Family Services Division, s/he will maintain a portfolio of regular reports and program evaluations as well as conduct ad hoc analyses. S/he will manage multiple projects simultaneously under tight deadlines. The Senior Policy Analyst will analyze trends in the DHS population of families with children to project shelter use and service needs, as well as to assess the impact of policy. S/he will also provide technical assistance for planning and development as well as conduct evaluations for pilot programs and initiatives.

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

Candidates must have a strong background in data and policy analysis, research methodology, program evaluation, as well as a comfort using large data sets. They must possess experience with SPSS, STATA, or SAS. Knowledge of query/report generation software such as SQL or PLSQL preferred. Excellent written and verbal communication skills are also required. MPA or masters' degree in a social policy related field is a plus.

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: 11/25/2015

Post Until: 12/10/2015

JVN: 071-2016-224059

The City of New York is an Equal Opportunity Employer.