

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: \$61,0312.00/\$95,022.00 Frequency: ANNUAL
Office Title: ESG HMIS Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Policy & Planning/Planning, Development & Grants	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3037 POSITION:# 5502

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Staff Analyst NM to serve as Emergency Solutions Grant (ESG) Analyst. The ESG Analyst will work with recipients of ESG-funded shelter, outreach, prevention, and rapid re-housing programs to ensure compliance with HUD ESG regulations and Homeless Management Information Systems (HMIS) participation requirements. S/he will manage the collection, analysis, presentation of data and statistics from the HMIS and other databases for local and federal reporting. S/he will design queries, write reports, validate and analyze data from ESG-funded programs to monitor performance, compliance with HUD data standards, local data quality requirements, and implement strategies for improvement. The Analyst will work with various databases and oversee complex, analytical, and planning functions, such as system and program evaluation activities, projections and other sophisticated quantitative projects and assist with special projects as requested. The selected candidate will be responsible for maintaining an open communication line with DHS staff, providers, and HMIS vendor, while maintaining proper confidentiality, to ensure resolution of all HMIS issues that may arise. The Analyst 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 is mainly a quantitative position, must enjoy very detailed and frequent work with data. Strong background working with databases, report writing, data and policy analysis 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. MPA or Master's degree in a social policy related field a plus. Experience with Access, SPSS, STATA, or 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: 3/30/2016

Post Until: 4/13/2016

JVN: 071-2016-237052

The City of New York is an Equal Opportunity Employer.