

**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> 10056	<b>Salary:</b> \$61,031.00/\$61,031.00-95,022.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Program Analyst	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Families/Assistant Commissioner Transitional Services	<b>Number of Positions:</b> 6
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3104 <b>POSITION:#</b> 3855

**Job Description**

The NYC Department of Homeless Services seeks 6 Administrative Staff Analyst NM to serve as Program Analysts within the Division of Families. The selected candidates will oversee the social services that not-for-profit providers perform for DHS. They will assist in developing Requests for Proposals (RFP's); provide social services technical assistance to the DHS Agency Chief Contracting Officers, and read/rate proposals that are submitted. In addition the Program Analysts will work with providers to establish short-term/long-term operational staffing goals; conduct operational reviews, workforce planning analyses, and routine/special site visits to ensure that all agency requirements are applicable and City, State and Federal regulations are met. They will analyze, review and approve operating budgets and financial plans, and participate in the design and implementation of performance measurement standards; conduct reviews of client case histories, independent living skills, exit interviews, ensure the documentation meets all agency requirements; and assist providers in designing strategies to motive difficult clients. Additionally, the Program Analysts may represent the Agency during community meetings and/or discussions with local officials and community leaders. (3855,3861,3862,3863,3864,3865)

Candidates must be serving as a permanent Administrative Staff Analyst or proof of filing for the Administrative Staff Analyst examination in order to be considered for this position.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and four (4) years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one (1) year of experience at the administrative or management level as described in "1" above.

**Preferred Skills**

N/A

**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 NYC Careers by using the following link <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

<b>Post Date:</b> 7/8/2016	<b>Post Until:</b> 7/22/2016	<b>JVN:</b> 071-2017-246888

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