

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

<b>Civil Service Title:</b> Administrative Staff Analyst NM	<b>Level:</b> 2
<b>Title Code No:</b> 1002D	<b>Salary:</b> \$54,740.00/\$59,032.00 -\$146,276.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Director of Special Projects	<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> 2916 <b>POSITION#:</b> 751

**Job Description**

The NYC Department of Homeless Services is seeking an Administrative Staff Analyst NM2 to serve as the Director of Special Projects within the Division of Policy and Planning. Reporting to the Acting Associate Commissioner of Program Planning and Evaluation, the Director will manage a portfolio of DHS Operational Plan initiatives, and will be a critical player in both program design and implementation.

In addition, the Director of Special Projects will coordinate efforts between the three functional units overseen by the Acting Associate Commissioner, Program Planning & Assistance, Continuous Quality Improvement, and Policy and Procedures. In doing so, the Director will work collaboratively with operations management along multiple steps in the planning process: in the identification of program needs, program design, and finally implementation of new programs, efficiencies, and pilot innovations. S/he will manage multiple projects simultaneously under tight deadlines.

Responsibilities will include: developing and implementing work plans for key strategic initiatives; program development and implementation; collaborating with CQI staff on evaluation efforts, including HomeStat and Equip; design innovative new program models (pilot & full-scale); identification and introduction of operational efficiencies; and point person for data insights work for Program Planning and Evaluation.

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

**Preferred Skills**

Master's degree in a social policy related field preferred. Candidates must have a strong background in program planning or program oversight. The successful candidate will also possess excellent written and verbal communication skills; excellent analytical, organizational and interpersonal skills. Experience and credibility when presenting to external audiences. The ability to prioritize and handle multiple assignments; an ability to work with all levels of staff, inside and outside of the Agency. Be able to represent agency at city, and state, private and foundation meetings and conferences.

### **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.

**Post Date:** 10/16/2015

**Post Until:** 10/30/2015

**JVN:** 071-2016-219176

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