

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

Civil Service Title: Associate Staff Analyst	Level: N/A
Title Code No: 12627	Salary: \$59,536.00/\$68,466.00 -\$88,649.00 Frequency: ANNUAL
Office Title: Contract Responsibility Officer	Work location: 33 Beaver St, New York, NY 10004
Division/Work Unit: Fiscal and Procurement Operations	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2842 POSITION#: 1891

Job Description

The NYC Department of Homeless Services (DHS) seeks an Associate Staff Analyst to serve as a Contract Responsibility Officer in the Fiscal and Procurement Operations Division. The selected candidate, under the supervision of the Director of Vendor Responsibility, will have wide latitude for independent judgment, initiative and decision-making; and provide assistance in areas involving vendor responsibility; and vendor compliance with NYS Labor Law, Project Labor Agreement and M/WBE requirements. Duties will also include preparing Responsibility Determinations preparing vendor performance evaluations, researching and proficiency in the use of various governmental websites/databases (APT, HHS, VENDEX and Lexis Nexis). S/he will attend meetings, create statistical analyses and maintain an accurate tracking and filing system. Additional duties will involve coordinating with Agency personnel, Oversight Agencies, (MOCS/Comptroller/SBS/DOI/Law) and other City Agencies in addressing vendor responsibility, regulatory and compliance issues.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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 one year 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; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in "1" above.

Preferred Skills

Strong knowledge of Vendex, FMS, Access (database creation), Excel, Microsoft Word (mass mailings), Powerpoint and Crystal Report, Excellent analytical, writing, organizational and interpersonal skills, knowledge of the City's Procurement Policy Board rules. Ability to handle sensitive and discrete matters in a highly confidential manner.

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: 8/19/2015

Post Until: 9/2/2015

JVN: 071-2016-207953

The City of New York is an Equal Opportunity Employer.