

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: \$62,260.00/\$71,599.00 -\$92,704.00 Frequency: ANNUAL
Office Title: Senior Budget Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Fiscal & Procurement Operations/Office of Budget	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2957 POSITION#: 92

Job Description

REPOST

The NYC Department of Homeless Services (DHS) seeks an Associate Staff Analyst in the Budget Unit. Responsibilities include comparing fiscal, budgetary, statistical and other types of data against control and/or reference documents in order to identify variance or to find discrepancies for correction. S/he will monitor spending by analyzing reports and contracts, following agency guidelines and supervisory direction in order to insure that the agency spending remains within budget. Other duties include: 1) Prepare budget documents and modifications following agency guidelines and supervisory direction; 2) Collect and analyze statistical and other quantitative data using standard techniques in order to produce summary descriptive and/or projective results appropriate for agency decision-making; 3) Draft letters, memos and other correspondence based upon research and/or analysis following approved formats and supervisory direction in order to transmit or request information, report recommendations or request action.

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 computer skills and extensive knowledge of Excel and FMS. Must have ability to design and oversee the maintenance of detailed budget, expenditure and analytical reports. Must have the ability to work independently in a deadline-orientated setting.

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: 11/18/2015

Post Until: 12/03/2015

JVN: 071-2016-223133

The City of New York is an Equal Opportunity Employer.