

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

<b>Civil Service Title:</b> Associate Staff Analyst	<b>Level:</b> N/A
<b>Title Code No:</b> 12627	<b>Salary:</b> \$63,817.00/\$73,389.00 -\$95,022.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Energy Analyst	<b>Work location:</b> 101-07 Farragut Road Brooklyn, NY 11236
<b>Division/Work Unit:</b> Administration/Maintenance & Repair Administration	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3050 <b>POSITION#:</b> 4072

**Job Description**

\*\*\*REPOST\*\*\*

The NYC Department of Homeless Services (DHS) seeks an Associate Staff Analyst to serve as Energy Analyst for the Maintenance & Repair Unit of the Division of Administration. The Maintenance and Repair Unit is responsible for the facility maintenance in all homeless shelters. As part of the Mayor's "One City" initiative, by expanding our in-house Preventive Maintenance program, DHS will help meet the Mayor's initiative by properly maintaining and replacing mechanical systems with new and improved technologies. The selected individual would be responsible for supporting a wide variety of areas including operational improvements, preventive maintenance procedures, improved billing and reporting and information management. The Energy Analyst would help research new technologies, products and equipment, initiate and evaluate the effectiveness and cost-efficiency of energy conservation equipment and will study the feasibility of installing/applying such devices and systems to all City owned facilities. S/he will work closely with the Contract Tracking Unit (CTU) to help formulate, revise and submit contracts as it relates to energy management. The Analyst will also work closely with DCAS to review energy bills and investigate energy consumption.

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**

Must be able to use Microsoft Access to create budget reports.

**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:** 4/26/2016

**Post Until:** 5/10/2016

**JVN:** 071-2016-239653

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