

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: \$365.54 Frequency: ANNUAL
Office Title: Program Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Families/Assistant Commissioner Transitional Services	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00-5:00pm	Agency Tracking #: 3105 POSITION#: 1251

Job Description

The NYC Department of Homeless Services (DHS) seeks an Associate Staff Analyst to serve as a Program Analyst in the Division of Families. The selected candidate will be responsible for overseeing the social services that not-for-profit providers perform for DHS. S/he 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 as Program Analyst, the selected candidate 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. S/he will analyze, review, and approve operating budgets and financial plans, and participate in the design and implementation of performance measurement standards. The selected candidate will also conduct reviews of client case histories, independent living skills, and exit interviews to ensure the documentation meets all agency requirements, and assist providers in designing strategies to motivate difficult clients. Additionally, as Program Analyst, s/he may represent the Agency during community meetings and/or discussions with local officials and community leaders.

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

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 two 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: 7/8/2016

Post Until: 7/22/2016

JVN: 071-2017-246915

The City of New York is an Equal Opportunity Employer.