

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

Civil Service Title: City Research Scientist III	Level: N/A
Title Code No: 21744	Salary: \$78,630.00/\$90,425.00 -\$103,332.00 Frequency: ANNUAL
Office Title: Compliance Team Leader	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Legal/Legal Affairs	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3257 POSITION#: 171

Job Description

The Office of Regulatory Compliance and Accountability (ORCA), within the Department of Homeless Services, is seeking a City Research Scientist Level 3 to serve as a Compliance Team Leader. Under the general supervision of the Assistant Commissioner of ORCA, the selected candidate will supervise and work closely with compliance analysts, monitor the completion of internal inspections, including Routine Site Review Inspection Reports, Monitoring Tool Evaluations and enforcement actions against Shelter Providers (i.e. enforcement conferences). The selected candidate will also manage the Building Compliance System (BCS), an application that tracks all building/facility features, violations, repair schedules and corrective action plans. The Compliance Team Leader will use BCS to monitor Shelter Providers' compliance with Agency guidelines and State and local laws and regulations. The Compliance Team Leader will also assist with responding to inspections conducted by external agencies, including from the New York State Office of Temporary and Disability Assistance (OTDA).

The City Research Scientist Level 3 will be tasked with:

- §Providing direct analytical support to the Assistant Commissioner of Regulatory Compliance and Accountability.
- §Assist with the creation and implementation of data mining capabilities for the purpose of supporting DHS staff.
- §May include supervising staff including analysts.
- §Utilize program and administrative data to develop business intelligence products that inform critical operational decisions.
- §Document and propose detailed workflow for the purpose of designing alternative approaches for effective data integration.
- §Design and maintain reporting tools to simplify and streamline data consumption.
- §Use ad-hoc queries to provide immediate responses to strategic and operational questions.

Qualification Requirements

1. For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

NOTE:

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

Preferred Skills

- § Excellent public speaking, written, verbal, interpretive and interpersonal skills.
- § Excellent organizational skills.
- § Knowledge of modern statistical methods.
- § Experience extracting, manipulating, and analyzing data from large databases.
- § Microsoft Excel, Project, Visio, and Access.
- § Knowledge of Federal and State social service programs.

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: 11/3/2016

Post Until: 11/22/2016

JVN: 071-2017-270929

The City of New York is an Equal Opportunity Employer.