

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

Civil Service Title: City Research Scientist II	Level: N/A
Title Code No: 21744	Salary: \$68,239.00/\$78,475.00 -\$85,644.00 Frequency: ANNUAL
Office Title: HMIS Data Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Policy & Planning/Planning, Development and Grants	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3184 POSITION#: 5500

Job Description

The NYC Department of Homeless Services (DHS) seeks a City Research Scientist 2 to serve as a Homeless Management Information System (HMIS) Analyst. The HMIS Analyst will work with HUD funded providers to ensure compliance with HUD regulations, Continuum of Care standards and encourage Homeless Management Information System (HMIS) participation. S/he will manage the collection, analysis, presentation of data and statistics from HMIS and other databases for local and federal reporting. S/he will design queries, write reports, validate and analyze data for HUD-funded programs to monitor performance, compliance with data standards, local data quality requirements, and implement strategies for improvement. The Analyst will work with various databases and oversee complex, analytical, and planning functions such as system and program evaluation activities, projections and other sophisticated quantitative projects and assist with special projects as requested. The selected candidate will be responsible for maintaining an open communication line with DHS staff, providers, and HMIS vendor, while maintaining proper confidentiality, to ensure resolution of all HMIS issues that may arise. The Analyst will also perform other duties as assigned.

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

Strong background working with databases, report writing, data and policy analysis and comfort using large data sets. Ability to interpret complex government regulations. Ability to bridge gap between technical and non-technical and non-technical language. Customer service oriented, flexibility in managing multiple projects and deadlines; ability to work independently; ability to troubleshoot and resolve data-collection problems. Customary and regular exercise of discretion and independent judgment. Ability to maintain client and agency confidentiality required. Excellent written and verbal communication skills. MPA or Master's degree in a social policy related field a plus. Experience with HMIS, Access, SPSS, STATA, or SAS preferred. Must be a self starter, critical thinker, with sound judgment, and the ability to prioritize multiple

tasks. Work must be timely and precise.

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: 8/18/2016

Post Until: 9/1/2016

JVN: 071-2017-255075

The City of New York is an Equal Opportunity Employer.