

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: CCOC Senior Policy Analyst	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Policy & Planning/HUD/Continuum of Care	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3186 POSITION#: 5510

Job Description

The NYC Department of Homeless Services (DHS) seeks a City Research Scientist II to serve as a Senior Policy Analyst to support the New York City Coalition on the Continuum of Care. The selected candidate will be responsible for all aspects of performance management and program monitoring for HUD-funded Continuum of Care housing and service providers in New York City, support the submission of the annual HUD notice of funding availability (NOFA), and provide general CoC support for a range of Continuum of Care related work. S/he will provide ongoing in-person and/or remote monitor to ensure program quality; provide technical assistance and support implementation of standard performance measures to monitor grantees' success at achieving HUD and NYC objectives in moving homeless families and individuals into permanent housing. In addition, the Senior Policy Analyst will provide administrative and strategic support to one or more CCOC subcommittees. S/he will work with the DHS CoC team to communicate policy priorities; use HMIS, CARES, and other data available to DHS to identify and address program performance on HUD strategic objectives. The candidate may oversee interns in the implementation of assignments for the Unit.

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

Master's Degree in a social policy related field is preferred. Proficiency in Excel, Word, PowerPoint and strong administrative skills. Knowledge of statistical software and LMSW a plus

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: 071-2017-255197

The City of New York is an Equal Opportunity Employer.