

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

<b>Civil Service Title:</b> City Research Scientist III	<b>Level:</b> N/A
<b>Title Code No:</b> 21744	<b>Salary:</b> \$76,340.00/\$87,791.00 -\$100,322.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> HMIS Administrator	<b>Work location:</b> 33 Beaver Street MANHATTAN, NY 10004
<b>Division/Work Unit:</b> Policy & Planning/Planning, Development and Grants	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 3185 <b>POSITION#:</b> 5501

**Job Description**

The NYC Department of Homeless Services (DHS) seeks an HMIS Administrator to oversee the Homeless Management Information System (HMIS) for the New York City Coalition on the Continuum of Care (NYCCoC). The HMIS Administrator will manage a small team to support the data needs of the NYCCoC, including federal reporting. The HMIS Administrator will work with federally funded programs to ensure data quality and compliance with federal standards through data collection, analysis, presentations, and statistical analyses with the goal of improving performance standards. The individual will oversee project set up, compliance, quality assurance, and reporting from the HMIS system. This role will work closely with the NYCCoC, DHS leadership, and other City agency partners to enhance participation in the HMIS system. The individual will also be the primary liaison between the HMIS Vendor, DHS staff, providers, and the NYCCoC Steering Committee, improving communication and knowledge sharing between all three stakeholders while completing projects specific to federally funded programs.

**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**

This position requires experience with project management, particularly with technology systems, and oversight of data reports. Supervisory experience is preferred. Incumbent should be knowledgeable of data systems and be able to identify best practices to improve data compliance standards for electronic records. Ability to interpret complex government regulations and provide technical support to providers is required. Customer service oriented, flexibility in managing multiple projects and deadlines; ability to work independently; ability to troubleshoot and resolve data-collection problems is required. Excellent written and verbal communication skills. Master's degree in a social science, computer science or related field a plus. Experience with AWARDS, Oracle, SQL, Access, SPSS, STATA, or SAS preferred. Must be a self-starter, critical thinker, with sound judgment, and the ability to prioritize multiple tasks.

### **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:** 071-2017-255112

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