

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

Civil Service Title: Staff Analyst	Level: 1
Title Code No: 12626	Salary: \$48,620.00/\$55,913.00 -\$66,195.00 Frequency: ANNUAL
Office Title: Data Manager	Work location: 33 Beaver Street MANHATTAN, NY 10004
Division/Work Unit: Capacity Planning, & Development/HERO-Vacancy Control	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 3092 POSITION#: 1307

Job Description

The NYC Department of Homeless Services seeks Staff Analyst 1 to serve as a Data Manager in the Capacity Planning, & Development Division. The selected staff will report to the Assistant Commissioner of HERO and will be responsible for review and monitoring of CARES and other vacancy control tools used for daily capacity projections and will be responsible for data gathering and management presentations in support of business processes and performance. This will allow the division to better trend and serve as a steward to validate critical internal and external data requests to ensure accurate reporting and improve capacity management functions overall. This staff will also be responsible for special projects.

PERMANENT INCUMBENTS ONLY

Qualification Requirements

1. A Master's degree from an accredited college 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: OR
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience 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, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, fiscal management, or in a related area.

SPECIAL NOTE: To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" 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 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: 6/30/2016	Post Until: 7/15/2016	JVN: 071-2016-245298

The City of New York is an Equal Opportunity Employer.