

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

<b>Civil Service Title:</b> Staff Analyst	<b>Level:</b> 2
<b>Title Code No:</b> 12626	<b>Salary:</b> \$55,081.00/\$63,343.00 -\$70,546.00 <b>Frequency:</b> ANNUAL
<b>Office Title:</b> Special Projects Analyst	<b>Work location:</b> 33 Beaver St, New York, NY 10004
<b>Division/Work Unit:</b> Fiscal & Procurement Operations/Office of Budget	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> Mon.-Fri. 9:00am-5:00pm	<b>Agency Tracking #:</b> 2948 <b>POSITION#:</b> 3711

**Job Description**

\*\*\*REPOST\*\*\*

The NYC Department of Homeless Services (DHS) seeks a Staff Analyst, Level II to serve as Special Projects Analyst in the area of (Budget) within the Division of Fiscal & Procurement Operations. The selected candidate will provide analysis and project management support to the unit while assisting in the development and implementation of projects. Responsibilities include, but not limited to: managing and providing support to the unit's portfolio of special projects; serving as liaison and working in collaboration with internal and external stakeholders in the daily development, implementation and monitoring of services and program reforms related to generating and contributing to summary reports that provide narrative and numerical documentation; and helping to facilitate relationships between internal and external partners. The Staff Analyst will work collaboratively on team projects as needed; provide assistance in the coordination and facilitation of work-groups, plan and organize meetings with key management staff to ensure that division goals are being met.

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 the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

**Post Date:** 11/17/2015

**Post Until:** 12/2/1015

**JVN:** 071-2015-222931

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