

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING
CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Staff Analyst II</u>	Salary:	<u>\$62,470* - (Non-City minimum) \$71,840** - (City minimum)</u>
Title Code:	<u>12626</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Budget Analyst</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Division of Operations & Administration/ Bureau of Financial Services/ Budget: Program Operations</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Staff Analyst or have taken the most recent Staff Analyst civil service exam and be reachable for appointment from the resulting list.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

The NYC Department For The Aging (DFTA) provide supportive services to enhance the lives of older New Yorkers by funding 350 to 400 non-profits citywide. DFTA's Division of Fiscal and Budget Operations funds over \$300M annually through contracts with community-based partners, representing 85% of DFTA's budget. Annually, DFTA processes about 500+ budget modifications and nearly 2,500 budget allocations through non-profit contracts.

The ideal candidate for this position is a self-starter who thrives in an autonomous environment with the capacity to manage multiple priorities while maintaining a mission driven approach to assigned projects. Through effective communication and social services skills, the candidate is expected to build supportive professional relationships with community partners inside and outside the Agency.

The primary responsibilities of this position may include, but are not limited to the following:

- Manage, monitor, and maintain budgets of aging service contracts, which include modifications, amendments, operational analytics, and customer service.
- Act as main liaison with contracted community partners to provide financial information, assistance, and guidance, respond to inquiries and resolve budget related issues.
- Create, develop, and produce recurring and ad-hoc reports for oversight agencies or agency initiatives as directed.
- Ensure contracts are adequately encumbered and funded for payment and perform budget actions in a timely manner.
- Forecast expenditures, perform substantive analysis, identify trends and notable performance variances as needed.
- Perform special projects as assigned and provide assistance to other units within the division, as needed.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

1. A master’s degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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 or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation or 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:

- A baccalaureate degree and two years experience in community work or community centered activities in an area related to the duties described above.
- Advanced skills in Excel such as the ability to use Pivot tables, V-look-ups and to create transparent spreadsheets.
- Knowledge of the HHS Accelerator Financial System and its CPR feature.
- Ability to work independently and with minimal supervision.
- Excellent oral and written communication skills.
- Takes initiative to identify ways in which processes can be improved.
- Superior organizational skills with strong attention to detail.
- Excellent customer service skills with ability to problem-solved.
- Strong analytical background that can use data to produce models, summary statistics and reports.
- Comfortable with embracing technology to support and enhance operations.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #534670

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #534670

Please do not email, mail or fax your resume to DFTA directly.

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date: **August 19, 2022**

Post Until: **Filled**

JVN No. **125-23-10CW**