



CAPITAL PROJECTS DIVISION

Administration

Administration provides analysis and reporting, data support, payments, human resource and logistical support to CPD. It is comprised of the Analysis and Reporting Section and the Support Services Section.

The Analysis and Reporting Section:

- Tracks and prepares status reports on modernization projects in CPD's portfolio
- Develops and maintains several critical databases and reporting tools to track the activities and support the functions of CPD's operational and administrative units
- Manages and assures the integrity and effective integration of the data collected by CPD
- Coordinates CPD's contractor evaluation processes

The Support Services Section:

- Prepares, processes, tracks, and audits payments on contracts that have not expired and for which an environmental review has been conducted
- Issues payments to contractors who submit invoices after NYCHA verifies that contract work has been completed in accordance with contractual, design, code, and regulatory requirements
- Advises staff on and ensures adherence to all human resources rules and regulations, including hiring, promotional



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opportunities, progressive discipline, civil service laws, and labor relations

- Manages the Division's Personal Services (PS) and Other Than Personal Services (OTPS) budget
- Develops methods and practices to improve performance and quality of service
- Provides logistical support by monitoring the inventory of office supplies; providing courier service, maintaining CPD's fleet of vehicles, managing the receptionist desks and field offices, processing IT and telecommunications services requests, and overseeing the Central File Unit