



## **POSITION AVAILABLE**

<b>Office Title:</b> Human Resources Analyst	<b>Civil Service Title:</b> Staff Analyst
<b>Level:</b> 1	<b>Salary Range:</b> \$55,416 - \$80,000
<b>Division / Work Unit:</b> Human Capital	<b>Number of Positions:</b> 1
<b>Job ID:</b> <b>402295</b>	<b>Hours / Shift:</b> Mon – Fri ( 9am – 5pm)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> Until Filled
<p><b>DISCLAIMER:</b> The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.</p>	

### **THE AGENCY**

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and by sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives include: (a) to catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders. Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy, and helping administer the \$1.0 billion Neighborhood Development Fund, geared toward ensuring growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at [www.nyc.gov/planning](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

### **THE DIVISION**

City Planning’s Human Capital Division (HC) is responsible for managing the human resources, timekeeping and payroll functions of the agency. Providing a level of expertise to division leaders and supporting the daily functions of the organization, Human Capital plays a vital role in the overall success of the agency.

## THE ROLE

We are seeking an entry level human resources professional to serve as a Human Resources Analyst, as part of our evolving, dynamic, service-oriented Human Capital team. This newly created role will be responsible for supporting the development and execution of strategies, initiatives and projects to support employees and drive the culture and morale of our great agency. With a primary focus on capturing analyzing and reporting HR trends, responsibilities include – but are not limited to – the following:

- Collect, research, analyze, and present data as assigned
- Develop standard and ad hoc reports, templates, dashboards, scorecards and metrics
- Meet with management to discuss and clarify requests for projects, highlight issues and make recommendations to address issues and priorities
- Write detailed reports and make oral presentations to management
- Troubleshoot data and reports
- Track trends and developments
- Conduct studies and surveys; perform research and prepare reports
- Review, interpret and recommend policy, process or program improvements
- Assist in rollout and implementation of HR programs
- Identify and participate in continuous improvement initiatives
- Ensure compliance requirements and deadlines are met
- Other special projects, as assigned

## PREFERRED SKILLS:

- Infallible attention to detail
- Strong interpersonal skills, ability to establish credibility across all levels and customer-focus
- High to expert proficiency in Microsoft Office strongly preferred, particularly Excel and PowerPoint
- Exposure and interest in career in human resources
- Strong analytical, quantitative and problem-solving skills
- Excellent written and spoken communication skills, as well as the ability to synthesize and distill complex information into actionable insights and recommendations
- Experience with formal report creation and presentation skills
- Strong organizational and project management skills; detail oriented with the ability to multi-task and work both independently and as part of a team

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## MINIMUM REQUIREMENTS:

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

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**TO APPLY:** All applications must be submitted through the NYC Careers / ESS Website

**City Employees** – Click [here](#) to apply directly

1. Log in to ESS.

2. Search for job ID number: **402295**
3. Click on the job business title: **Human Resources Analyst**
4. Click on “Apply Now” at the bottom of the posting

**Non-City Employees** – Click [here](#) to apply directly, or visit: <https://www1.nyc.gov/jobs/> and follow the steps below:

1. Search for job ID number: **402295**
2. Click on the job business title: **Human Resources Analyst**
3. Click on “Apply Now” at the bottom of the posting

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Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

***PLEASE NOTE: 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 a Human Capital representative.***

**THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.**