POSITION AVAILABLE

<table>
<thead>
<tr>
<th>Office Title:</th>
<th>Human Capital Analyst</th>
<th>Civil Service Title:</th>
<th>Staff Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>2</td>
<td>Salary Range:</td>
<td>$62,470 - $71,840</td>
</tr>
<tr>
<td>Division / Work Unit:</td>
<td>Human Capital</td>
<td>Number of Positions:</td>
<td>1</td>
</tr>
<tr>
<td>Job ID:</td>
<td>532548</td>
<td>Hours / Shift:</td>
<td>Mon – Fri (9am – 5pm)</td>
</tr>
<tr>
<td>Position Status:</td>
<td>Full-Time / Permanent</td>
<td>Application Deadline:</td>
<td>Until Filled</td>
</tr>
</tbody>
</table>

DISCLAIMER: The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.

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 to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION
The Human Capital Division acts as a strategic business partner and consults with all employees and managers on human resources functions and issues for a 350-person agency. Human Capital handles various day to day human resources operations including payroll, timekeeping, benefits, recruiting, employee services, professional development, employee engagement and experience, as well as other related topics.
THE ROLE
We are seeking a human resources professional to serve as a Human Resources Analyst, as part of our evolving, dynamic, service-oriented Human Capital team. This 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
- Ability to make judgements and decisions on confidential matters, and plan and manage complex administrative systems and practices

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 masters 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 Juris Doctor degree from an accredited law school; or

2. A baccalaureate degree from an accredited college 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; in management or methods analysis, operations research, organizational
research or program evaluation; 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.

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: **532548**
3. Click on the job business title: **Human Capital 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: **532548**
2. Click on the job business title: **Human Capital Analyst**
3. Click on “Apply Now” at the bottom of the posting

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

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 hiring agency.

**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 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. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/studentloans.