Office Title: Senior Analyst  
Civil Service Title: City Planner  
Level: 2  
Salary Range: $70,000 – $80,000  
Division / Work Unit: Planning Support  
Number of Positions: 1  
Job ID: 533436  
Hours / Shift: Monday – Friday (9am -5pm)  
Position Status: Full-Time / Permanent  
Application Deadline: Until Filled  

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 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) 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 Neighborhood Development Fund, geared toward ensuring that 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
Planning Support drives more informed planning and decision making in government through delivery of transformative process improvements, planning tools and insights that advance the Department’s strategic objectives, including a fast and efficient land use process, deep community engagement, and equitable planning outcomes in low-and moderate-income areas.
This tight-knit and motivated team works closely with the agency’s Executive leadership and across all planning and support divisions to support a diverse set of activities that further greater coordination, equity and inclusion in land use, infrastructure, and capital planning initiatives citywide.

Key activities include:

- **Advance the goal of responsive land use application reviews** through work to improve the land use application process by focusing on simplifying application standards, shortening processes, automating tools to speed up application preparation and support the hiring and training of new personnel.

- **Empowering more informed public participation in City planning and budgeting decisions** through insightful data analysis, reports and stakeholder engagement related to the annual Statements of Community District Needs (CD Needs) and Community Board Budget Requests (CBBR), in close collaboration with the Office of Management and Budget (OMB), numerous City agencies and all 59 NYC Community Boards

- **Expanding access to DCP planning information, mapping and data resources to other government agencies and the public**, through innovations in technology—such as DCP’s online Community District Profiles tool—and other avenues

**THE ROLE**
Planning Support is seeking a highly motivated, entrepreneurial Senior Analyst who shares our passion for improving planning activities and empowering communities seeking to increase equitable investments in City services, particularly in low-and moderate-income communities, thus improving transparency and making government more accountable.

The Senior Analyst will primarily be responsible for leading DCP’s *process improvement work program in the City’s Blueprint for Economic Recovery strategy*. The Senior Analyst will also assist the division’s Senior Program Manager with the *Community District Needs and Budget Requests work program* (CD Needs). The successful candidate would be motivated by progressing systemic process improvements that will build on Planning Support’s recent enhancements to streamline and innovate DCP’s work and to advance equity considerations made as part of the City’s capital budget planning and decision-making process.

For the process improvement work program, the Senior Analyst will directly engage with the agency’s 200+ planners, applicants and representatives, other city agencies in the building and land use development process, and other stakeholders, including:

- DCP divisions – the five borough offices, Technical Review Division, Environmental Assessment and Review Division, Counsel, Urban Design, Zoning, Pipeline, Information Technology, and others
- New York City agencies – the Department of Buildings, Board of Standards and Appeals, Landmarks Preservation Commission, and others
- Participants in the land use approvals process – community boards and members of the public

The Senior Analyst will be able to work independently and nimbly within a team and must be exceptional at communicating data insights through writing, presentations, and compelling data visualizations to wide ranging stakeholders with differing perspectives. The Senior Analyst’s role may vary based on specific projects but will typically involve working on a variety of small teams or working independently, depending on the project.
MAIN RESPONSIBILITIES

- Lead DCP’s process improvement work program in the City’s Blueprint for Economic Recovery strategy through facilitation of working groups with internal and external stakeholders, analysis of application review data, production and synthesis of recommendations for improvements, and implementation of recommendations across the agency.
- Work to ensure that the land use application process is responsive to applicant submissions, that application requirements and processes are right sized to the outcome of the application and that automated tools are available to ease application filings;
- Ensure that staff across the agency are supported with proper training and support to ensure that the application process moves smoothly;
- Represent Planning Support in role as Product Owner of DCP’s Community District Profiles, and other web-based tools, informing development and implementation of improvements, to expand transparency and timely public access to data and planning resources, including DCP’s virtual community board trainings; entails close collaboration with DCP’s Information Technology Services teams.
- Support the robust CD Needs work program to effectively implement all core, cyclical process milestones and deliverables; leveraging existing work to date, including workplans, stakeholder presentations and annual reports
- Serving as liaison between City Planning, community boards and agency stakeholders to support ongoing process improvements for annual assessment and submission of Statements of Community CD Needs and Community Board Budget Requests and supporting DCP planners in further embedding these tools in agency planning, civic engagement, and training activities. For CBs, providing critical support and trainings to boards with fewer planning resources or experience, often in lower income communities;

PREFERRED SKILLS:

- You are passionate about helping cities operate more efficiently, equitably, and transparently
- You value the application of data to decision-making, process improvement, and performance measurement
- You work well independently and are a self-starter that can apply independent judgement on complex issues
- You are an adept analyst who can develop and implement outcome-driven workstreams within designated timeframes through active use of project management tools and practices; adept at flagging decisions for senior leaders where appropriate
- You have influence and persuasion skills to make an impact with senior stakeholders across agencies
- You have demonstrated ability to work well in teams, with staff, and a variety of agency stakeholders
- You have demonstrated ability to facilitate meetings effectively and inclusively
- You are proficient in creating PowerPoint presentations with data visualizations and succinct narratives to effectively communicate key messages to a variety of audiences, including Executive Leaders
- You are proficient using ArcGIS and/or online mapping tools such as Carto and experience and/or interest in using other data analysis and visualization tools such as Tableau
- You have experience and/or interest in conducting stakeholder outreach and community engagement
- You have exceptionally strong organizational, management and analytical skills
- You have excellent written and oral communication and presentation skills
- You are adept at active listening, ask thoughtful questions, challenge assumptions and probe opportunities for change
- Master’s degree in relevant field, preferred fields include urban planning, public policy, civic engagement, capital planning
- Previous experience in local, state, or federal government infrastructure projects or policy is welcome
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 or university and two years of satisfactory full-time experience in city planning; or

2. A satisfactory combination of education and/or experience that is equivalent to “1” above. Graduate education in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development or related fields may be substituted for experience on the basis of 30 graduate semester credits from an accredited college for one year of experience. However, all candidates must have a baccalaureate degree.

Special Qualification Requirements

Assignment Level III
To be eligible for placement in Assignment Level III, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Assignment Level IV
To be eligible for placement in Assignment Level IV, individuals must have, after meeting the minimum requirements, two additional years of professional experience as described in "2" above.

TO APPLY: All applications must be submitted through ESS
City Employees
1. Log in to ESS.
2. Search for job ID number: 533436
3. Click on the job business title: Senior Analyst
4. Click on “Apply Now” at the bottom of the posting

Non-City Employees – Please visit: https://www1.nyc.gov/jobs/ and follow the steps below:
1. Search for job ID number: 533436
2. Click on the job business title: Senior 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.