

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice – Repost was 868/2010/001528 & 868/2009/001528

Civil Service Title: Associate Staff Analyst	Level:
Title Code No: 12627	Salary: \$59,536 - \$88,649
Office Title: Associate Staff Analyst	Work location: 1 Centre St., N.Y.
Division/Work Unit: DMSS/IT & Special Projects Unit	Number of Positions: 2

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire 2 Associate Staff Analysts to work within the Division of Municipal Supply Services' (DMSS) IT & Special Projects unit. The candidates' duties will be to:

- Perform difficult and responsible professional budget work in the preparation and administration of agency budgets and the conduct of complex economic research and studies; supervise staff performing such work
- Perform difficult and responsible professional organizational research work in the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations, using quantitative analysis, cost analysis and other analytical and research techniques; supervise staff performing such work
- Conduct complex studies and surveys to obtain optimum efficiency in areas concerning operation
- May serve as a project manager in charge of the unit's research activities ensuring that all pertinent groundwork for projects and initiatives are provided
- Prepare comprehensive reports on findings with recommendations for improved effectiveness and best implementation strategies
- Oversee the installation of new systems and procedures, including the conduct of related training of staff
- Establish and maintain cooperative relationships with and act as a liaison to personnel in City and governmental agencies concerning problems and activities in research analysis as needed
- May serve as principal assistant to a high level executive with organizational research responsibilities
- Perform other related duties as may be requested

Only candidates who are permanent in the title of Associate Staff Analyst or who have taken the Associate Staff Analyst exam should apply.

Qualification Requirements

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, and one year of satisfactory full-time professional experience in one or a combination of the following: 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; 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 three years of satisfactory full-time professional experience in the areas described in "1" above.

New York City residency may be required within 90 days of appointment.

Essential Skills

The candidates should possess excellent technical, research, analytical, writing and administrative skills with strong organizational ability. It is imperative that the level of the candidates be sufficiently experienced and high-quality to be able to quickly and effectively respond and adapt to current and future projects and initiatives.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#11/001528. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 7/1/2010

Post Until: 10/1/2010

JVN: 868-2011-001528

The City of New York is an Equal Opportunity Employer.