

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice – Previously 868/2009/004142

Civil Service Title: Staff Analyst	Level:
Title Code No: 12626	Salary: \$45,358.00 - \$67,459.00
Office Title: Capital Budget Analyst	Work location: 1 Centre St., N.Y.
Division/Work Unit: DFMO/Capital Budget	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire a Staff Analyst to work within in the Division of Fiscal Management & Operations' (DFMO) Capital Budget Unit. Under the supervision of the Capital Budget Director, the candidate will be responsible for a broad range of financial and administrative activities relating to the management and funding of DCAS' Capital program. The candidate's duties will also include but not be limited to:

- Prepare capital budget requests based on internal agency justifications. Coordinate follow up with oversight agencies and with project management personnel on all outstanding questions/issues
- Provide adequate technical assistance and information within assigned areas of responsibility to a wide array of DCAS staff (both peer and senior)
- Use computers extensively to assist in the production, distribution and analysis of regular and special management reports consisting of financial and operational data; particular emphasis on the ability to use spreadsheets to analyze financial documents; communicate with DCAS peer and senior project and budget personnel, Mayor's office of Management and Budget analysts, Office of the Comptroller personnel, as well as client agency personnel to secure funding for major capital construction and equipment projects; provide financial assistance to project managers in coordinating the use of capital funds to achieve programmatic objectives
- Create appropriate budget structures to track all commitments and expenditures against a portfolio of capital projects
- Prepare encumbrance documents, and ensure that proper accounting and budget lines are used
- Analyze payments to ensure that they are made from appropriate contract lines and budget codes

Qualification Requirements

1. A Master's 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 closely related field; 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 or fiscal management; or in a related area.

Special Note:

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

New York City residency required within 90 days of appointment.

Essential Skills

The candidate should possess experience compiling and preparing financial data; familiarity with FMS; good communication, interpersonal and organization skills; knowledge of city budget process; ability to make independent judgments and proficient in MS Word, Excel, Access, Visio.

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#10/004142. 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: 10/15/2009	Post Until: 11/15/2009	JVN: 868-2010-004142
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The City of New York is an Equal Opportunity Employer.