

**City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

Revised

Citywide Job Vacancy Notice

Civil Service Title: Research Assistant	Level: N/A
Title Code No: 60910	Annual Salary: \$38,303 / \$44,048 - \$57,959
Office Title: Policy Analyst/Advisor	Work Location: 59-17 Junction Blvd., 19 th Floor, Flushing NY
Division/Work Unit: Bureau of Customer Services/Director's Office	Number of Positions: 2
Hours/Shift: 35 Hours a Week /Days	Agency Tracking #: N/A

Job Description

Under the direction of the Deputy Commissioner, Bureau of Customer Services (BCS), the selected candidate will work closely with the Deputy Commissioner and other executive staff in collecting, researching, analyzing, and planning BCS policies related to water consumption data and metrics, rate structure, water delinquency and collection policy. The candidate will also work closely with the staff of the Economic Development Unit and the Bureau of Communications and Intergovernmental Affairs to expand outreach programs and develop strategies for connecting with New York City's businesses and homeowners who are affected by DEP's policies, regulations, and rulemaking activities.

Qualification Requirements

1. A baccalaureate degree from an accredited college and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; or
2. An associate degree from an accredited college, or completion of 60 semester credits at an accredited college, and two years and six months of satisfactory fulltime experience in research which involves gathering, organizing and analyzing data, and report writing; or
3. A four-year high school diploma or its educational equivalent and four years and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; or
4. Education and experience equivalent to "1", "2", or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits from an accredited college for one year of full-time experience. Completion of nine credits, at the college or graduate school level, in statistics, quantitative methods, mathematics, or research can be substituted for six months of the required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and at least six months of required experience or the nine specialized credits.

Essential Skills

N/A

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

NYC Residency is required within 90 days of appointment

Appointments are subject to OMB approval

Post Date: 04/27/2011	Post Until: 05/12/2011	JVN: 826-11-86215-CS
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The City of New York is an Equal Opportunity Employer