

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Citywide Job Vacancy Notice**

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| <b>Civil Service Title:</b> Research Assistant   | <b>Level:</b> N/A  |                             |
| <b>Title Code No:</b> 60910  | <b>Annual Salary:</b> \$38,303 / \$44,048 - \$57,959     |                             |
| <b>Office Title:</b> Policy Analyst/Advisor  | <b>Work Location:</b> 59-17 Junction Blvd., Flushing, NY |                             |
| <b>Division/Work Unit:</b> Bureau of Customer Services/Director's Office   | <b>Number of Positions:</b> 1                            |                             |
| <b>Hours/Shift:</b> 35 Hours a week/Days   | <b>Agency Tracking #:</b> N/A                            |                             |
| <b>Job Description</b>   |  |                             |
| 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 researching, analyzing and planning policies and regulations; tracking and monitoring metrics; collecting required information and data; and drafting whitepapers, studies and other policy documents. The substantive topics include all of DEP's initiatives regarding water consumption data and metrics, rate structure, water delinquency and collection policy.  |  |                             |
| <b>Qualification Requirements</b>  |  |                             |
| <ol style="list-style-type: none"> <li>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; <i>or</i></li> <li>2. An associate degree or 60 semester credits from an accredited college, or completion of 60 semester credits at an accredited college, and two years and six months of satisfactory full-time experience in research which involves gathering, organizing and analyzing data, and report writing; <i>or</i></li> <li>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; <i>or</i></li> <li>4. Education and/or 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.</li> </ol> |  |                             |
| <b>Essential Skills</b>  |  |                             |
| N/A  |  |                             |
| <b>To Apply:</b>   |  |                             |
| <p>Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.<br/> The JVN# is located at the lower right CORNER of this page.<br/> NYC Department of Environmental Protection<br/> Recruitment Office: 59-17 Junction Boulevard -18<sup>th</sup> Floor - Flushing - NY 11373-5108<br/> OR<br/> Via E-mail, please submit your resume in Adobe PDF or Microsoft Word<br/> placing the JVN# on the upper right corner of your resume as well as in the subject line to:<br/> <a href="mailto:Recruit@dep.nyc.gov">Recruit@dep.nyc.gov</a></p> <p>For more information about DEP, visit us at: <a href="http://www.nyc.gov/dep">www.nyc.gov/dep</a><br/> NYC Residency is required within 90 days of appointment<br/> Appointments are subject to OMB approval</p>   |  |                             |
| <b>Post Date:</b> 04/28/2011   | <b>Post Until:</b> 05/12/2011                            | <b>JVN:</b> 826-11-86628-CS |

**The City of New York is an Equal Opportunity Employer**