

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

<b>Civil Service Title:</b> Administrative Staff Analyst (NM)	<b>Level:</b> N/A
<b>Title Code No:</b> 1002A	<b>Annual Salary:</b> \$56,937 / \$56,937 - \$88,649
<b>Office Title:</b> Environmental Analyst	<b>Work Location:</b> 59-17 Junction Blvd., Flushing, NY
<b>Division/Work Unit:</b> Environmental Planning & Analysis/ Sustainability	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under the direction of the Deputy Commissioner of Sustainability, the selected candidate will assist the Deputy Commissioner with the plan to manage DEP policies and strategic initiatives; research, track, analyze, and report on a broad range of diverse regulatory and policy matters potentially affecting DEP; assist in the collection of required information and data; draft and review comments, testimony, whitepapers, presentations, studies, and other policy documents; and assist in the development and implementation of stakeholder strategies on a variety of significant issues to ensure their successful development, adoption and implementation. Additional responsibilities will entail attending meetings, handling significant internal coordination across agency bureaus, and other city, state and federal agencies.

**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, or a closely related field, and one year of satisfactory full-time professional experience working 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; 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, social services program planning/evaluation or fiscal management, or in a related area.

2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in (1) above.

**Essential Skills**

Demonstration of sound judgment and an ability to be self-directed and work in an dynamic environment with shifting subject matter; proven ability to synthesize and articulate complex issues cutting across multiple disciplines; well-developed interpersonal and strong communication skills, including excellent writing, speaking and briefing skills; ability to use Word, Excel, and PowerPoint.

**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](http://www.nyc.gov/dep)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

**Post Date:** 5/7/2012

**Post Until:** 5/21/2012

**JVN:** 826-12-100752-EPA