

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

<b>Civil Service Title:</b> Staff Analyst	<b>Level:</b> 01
<b>Title Code No:</b> 12626	<b>Annual Salary:</b> \$45,358 / \$52,162 - \$61,754
<b>Office Title:</b> Staff Analyst	<b>Work Location:</b> 96-05 Horace Harding Expwy., 3 <sup>rd</sup> Floor
<b>Division/Work Unit:</b> Bureau of Water & Sewer Operation/Executive	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

The selected candidate will serve as Executive Assistant to the Deputy Commissioner and his Directors, and perform difficult and responsible administrative duties critical to the smooth functioning of the Office of the Deputy Commissioner; plan, schedule and maintain heavy volume appointment calendar of high level meetings; attend meetings, take notes on proceedings and generates meeting reports. draft correspondence for the Deputy Commissioner's signature and maintain confidential files; generate real time reports that impact critical activities; maintain liaison with all divisions to keep informed of their activities and the progress of work; supervise, train and evaluate clerical staff performing administrative support duties concerned with the intake and processing of inquiries, complaints and correspondence; plan, assign and review the work of clerical support staff; oversee the tracking of extensive correspondence from elected officials, government agencies and the general public that is received directly or forwarded to the Commissioner's Office or the Office of Public Affairs; develop databases to track and monitor analytical and statistical data to meet changing needs; design forms to capture specific data, prepare charts, graphs and related material; implement methods and procedures to improve efficiency and effectiveness; and arrange special events.

**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.

**Essential Skills**

The selected candidate should be proficient in computer skills such as Excel and/or Access databases.

**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 -18<sup>th</sup> 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](mailto: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.

<b>Post Date:</b> 08/15/2011	<b>Post Until:</b> Filled	<b>JVN:</b> 826-12-90493-WSO
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**The City of New York is an Equal Opportunity Employer**