

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Citywide Job Vacancy Notice

Civil Service Title: Staff Analyst Trainee	Level: N/A	
Title Code No: 12749	Annual Salary: \$35,538 / \$40,869 - \$49,041	
Office Title: Policy Analyst	Work Location: 59-17 Junction Blvd., Corona, NY	
Division/Work Unit: Executive	Number of Positions: 1	
Hours/Shift: 35 Hour per Week/Day	Agency Tracking #: N/A	
Job Description		
<p>Under the direction of the Chief Operating Officer, the selected candidate will work closely with the Chief Operating Officer and other executive staff in collecting, researching, and analyzing data related to the operating expenses and performance of the utility. These activities will include modeling different scenarios of treatment, performing cost/benefit analyses, and reengineering organizational structures to implement efficient operations. Strategic projects currently underway include the creation of the H2O Stat program, OpX evaluation, and on-line permitting. In addition, the selected candidate will be required to prepare presentations and other communications and materials, perform GIS analyses, and create Excel financial models.</p>		
Qualification Requirements		
1. A baccalaureate degree from an accredited college.		
Essential Skills		
All candidates are expected to have strong communication and writing skills; excellent organizational skills; and ability to handle multiple assignments.		
To Apply:		
<p>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 <i>OR</i> 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</p> <p>For more information about DEP, visit us at: www.nyc.gov/dep Residency restrictions apply to this position. Appointments are subject to OMB approval.</p>		
Post Date: 02/21/2012	Post Until: 03/06/2012	JVN: 826-12-98300-EXC

The City of New York is an Equal Opportunity Employer