

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

**Repost**

**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> \$49,510 / \$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> Bureau of 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**

The selected candidate, under the direction of the Director of Water Quality Programs, will serve as an Environmental Analyst; work closely with the executive staff and assist in planning and managing tasks in a range of projects including the long-term control planning to reduce combined sewer overflows into the City's waterways; research policies and regulations; track and monitor metrics; participate in the collection of required analytical and field information and data; perform comprehensive, numerical modeling of collection systems and waterways; support public participation programs; and draft whitepapers, policy documents and study reports. The substantive topics include all of DEP's initiatives regarding regulatory policies and PlaNYC, including ambient water quality, green infrastructure, combined sewer overflows, and other regulatory matters.

**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**

Experience working with interdisciplinary teams on large-scale projects. Education and course work in the topics of surface water hydrology, hydraulics, water resources engineering, water quality modeling, and engineering economics is highly desirable. Excellent analytical and communication skills; ability to use Microsoft Word, Excel, and PowerPoint; proficiency in one or more of the programming languages such as Python, Fortran and C++.

**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.

<b>Post Date:</b> 5/7/2012	<b>Post Until:</b> 5/21/2012	<b>JVN:</b> 826-12-99744-EPA
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**The City of New York is an Equal Opportunity Employer**