

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	Administrative Staff Analyst	Salary:	\$49,510 – \$88,649* \$56,937 - \$88,649**
Title Code:	1002A	Number of Positions:	1
Office Title:	Planning Analyst	Work Location:	2 Lafayette Street, NYC
Division/Work Unit:	Planning and Policy Analysis/Planning		

**Job Description**

PPAU seeks a motivated, organized and detail-oriented individual with good analytic and quantitative skills to serve as a **Planning Analyst**. As a member of the PPAU team the Planning Analyst will actively collaborate with program staff, senior staff and external partners to effectively develop new programs and policies that enable seniors in New York City to remain active and vibrant in their communities. This position requires someone who is comfortable working in a dynamic and fast-paced environment.

Through planning, analysis and research the Planning Analyst responsibilities include, but are not limited to:

- Collaborating with internal and external partners to gather and analyze data, and translate it into easily understood information and reports;
- Supporting the goals of the agency through quantitative and qualitative analysis and research;
- Responding to internal and external requests for information on DFTA programs and services and;
- Developing reports, charts, graphs, maps and presentations for internal and external distribution.

\*Non-City rate

\*\*City incumbent rate

**Minimum Qualifications**

A master's degree from an accredited college in business or public administration, management science, psychology, sociology, human resources development, political science or a closely related field and two years of satisfactory full-time professional experience in management or methods analysis, operations research, organizational research or program evaluation, social services program planning/evaluation or in a related area; 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or a baccalaureate degree from an accredited college and four years of professional experience in the areas described above including the 18 months of executive, managerial, administrative or supervisory experience, as described above.

**Preferred Skills**

- Must have advanced knowledge of, and a high level of experience with database programs including Microsoft Office Excel (formulas, pivot tables, etc.) and Access;
- Must have high level experience with reporting software (i.e.: Crystal Reports);
- High proficiency with other Microsoft Office programs (Word, PowerPoint, Publisher, Visio) a plus;
- Excellent analytic, communications (written and oral) and interpersonal skills;
- Interest in public policy, particularly human services;
- Must be able to work quickly and accurately under pressure

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY**

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>  
Click on Recruiting Activities/Careers and Search for Job ID # **118365**

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#**118365**

**Please do not email, mail or fax your resume to DFTA directly.**

Posting Date: <b>March 26, 2013</b>	Post Until: <b>Filled</b>	Posting No. <b>125-13-14-cw</b>
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**