

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

CITYWIDE VACANCY NOTICE

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

Job Description

The Planning and Policy Analysis Unit (PPAU) seeks a motivated, organized and detail-oriented individual with strong 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 develop new programs and policies that enable seniors in New York City to remain healthy and active in their communities. This position requires someone who is comfortable working in a dynamic and fast-paced environment.

In the areas of planning, analysis and research, the Planning Analyst's responsibilities include, but are not limited to:

- Supporting the goals of the agency through quantitative and qualitative analysis and research;
- Collaborating with internal and external partners to gather and analyze data, and translate it into easily Understood information and reports;
- Responding to internal and external requests for information on DFTA programs and services;
- Project management and coordination;
- Evaluating existing programs and policies and assisting in the development of new initiatives; 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 high proficiency with Microsoft Office, including advanced knowledge of Excel (formulas, pivot tables, etc.);
- Excellent analytic, communications (written and oral) and interpersonal skills;
- High-level experience with reporting software (e.g., Crystal Reports);
- Experience with database programs (e.g., Access) a plus;
- Interest in public policy, particularly human services; and
- Must be able to work quickly and accurately under pressure.

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

TO APPLY, PLEASE SUBMIT (2) RESUMES INDICATING JVN# TO:

Department for the Aging (DFTA)

Jeanmarie Weber

Employment Manager, Human Resources

2 Lafayette Street, 9th Floor, New York, NY 10007

-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN# in subject line)

Posting Date: **August 15, 2012**

Post Until: **Filled**

Posting No. **125-13-05-cw**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER