

City of New York  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice

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| Civil Service Title: Administrative Staff Analyst (NM)  | Level: 00  |
| Title Code No: 1002A  | Salary: \$60,000-\$70,000<br>Frequency: ANNUAL                 |
| Business Title: Project Coordinator/Analyst   | Work location: 75-20 Astoria Blvd.,<br>East Elmhurst, NY 11370 |
| Division/Work Unit: Project Management Office   | Number of Positions: 4   |
| Job ID: 192959  | Hours/Shift: Day Tour  |
| <div>Job Description</div> <p>The New York City Department of Correction has a unique career opportunity for experienced Project Coordinator/Analyst in the Project Management Office (PMO). The PMO was established to oversee priority initiatives to support the Commissioner’s reform agenda, track strategic initiatives and measure performance for greater progress and accountability. Under executive direction, with latitude to exercise independent judgment and initiative, the Project Coordinator/Analyst will leverage their expertise to drive impact on multiple and diverse projects; track and manage the execution of critical processes across HR, IT, procurement, and others; liaise between departmental leadership and initiative owners to ensure program objectives are achieved and multiples stakeholders are aligned; critically prioritize the range of needs and requirements of and/or escalate program issues to fast-track resolutions; track program processes and outcomes (e.g., KPIs); proactively problem solve and/or escalate program issues to fast-track resolutions; work with and build relationships with department leaders to draw critical links and maximize program impact; develop insights for senior leadership on program progress; use internal proprietary online tools to track and analyze progress of programs across the delivery system; perform special projects and related duties as assigned.</p>   |  |
| <div>Qualification Requirements</div> <p>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, and two years of satisfactory full-time professional experience 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, 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. 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</p> <p>2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above.</p> |  |
| <div>Preferred Skills</div> <p>Advanced proficiency with Project Management tools, MS Project and Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Access etc.).</p> <p>Excellent writing, communication, inter-personal, quantitative, analytical, research, problem-solving, and organizational skills.</p> <p>Demonstrated ability to initiate and manage complex and interdisciplinary projects; think creatively, embrace new approaches; prepare and deliver informative and well-organized presentations.</p> <p>3-5 years professional experience in project management, urban issues and facilitating groups is a plus.</p> <p>Ability to maintain a high level of confidentiality on all matters.</p>  |  |
| <div>Residency Requirements</div> <p>New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>   |  |
| <div>To Apply:</div> <p>For City employees: Go to Employee Self-Service (ESS)-<a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID#: 192959</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a> and search for Job ID#: 192959</p> <p>Submission of a resume is not a guarantee that you will receive an interview.<br/>Only candidates under consideration will be contacted.</p>  |  |
| Post Date: 05/07/15   | Post Until: 06/01/15   |

The New York City Department of Correction and The City of New York are Equal Opportunity Employers