

AMENDED

NEW YORK CITY DEPARTMENT OF FINANCE

CIVIL SERVICE TITLE: Associate Staff Analyst	TITLE CODE #: 12627
OFFICE TITLE: Senior Modeler	SALARY: \$59,536 - \$88,649
DIVISION/WORK UNIT: Property	WORK LOCATION: City of New York

NUMBER OF POSITIONS: Two (2)

Unless otherwise indicated, all positions require a five-day workweek.

JOB DESCRIPTION: The New York City Department of Finance Property Division has one opening for a senior property tax modeler to assist in mass valuation of New York City's one million tax parcels. The Property Division helps people pay the right amount on time by ensuring all New York City properties are valued fairly, accurately and consistently.

In conjunction with the implementation of new mass appraisal software, we are establishing a modeling team that will construct/run statistical analyses and models designed to assist in the valuation of real estate. The senior modeler will be the technical lead in valuation model development, provide support to other modelers and work closely with management, with the goal of constructing mathematical models that predict the market value of properties from real estate data. Techniques used may include Monte Carlo simulation, linear and nonlinear programming, dynamic programming, queuing and other stochastic-process models, Markov decision processes, econometric methods, data envelopment analysis, neural networks, expert systems, decision analysis, and the analytic hierarchy process. The modeling team will conduct extensive research and analysis of property related data, including but not limited to sales, cost, market trends, economic conditions and other factors impacting value.

Models and analyses will be performed using SPSS, SAS, or similar statistical software.

EXAMPLES OF WORK: (Illustrative only)

- Gathers data and performs basic and advanced statistical analysis of multiple factors, including generating sales ratios and performing equalization analysis, in order to provide equitable and uniform property valuations.
- Provides property data reports, statistical summaries and graphic representations of statistical analyses, and interprets statistical findings for assessor supervisors and staff.
- Imports and exports database information used in property valuation and helps coordinate the data processing and programming needs of the CAMA systems with the Information Services Department.
- Assesses property valuation models currently used by New York City Department of Finance Property Division, reviews literature and researches new valuation techniques, and experiments with new models for different types of properties.
- Performs validation and testing of models to ensure accuracy, stability and predictability.
- Identifies valuation areas that require data review or model revision.
- Prepares management reports defining and evaluating model performance issues and solutions.

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, urban studies or a closely related field, and one year 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; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional

experience in the areas described in "1" above.

PREFERRED SKILLS:

- Knowledge of research design and statistical analysis.
- Knowledge of the mathematical and statistical methods utilized in economic analysis.
- Knowledge of statistical techniques such as sampling, regression and correlation, analysis of time series, tests of hypotheses, and analysis of variance.
- Knowledge of database management techniques.
- Ability to interpret and explain statistical data.
- Knowledge of appropriate methods of gathering, analyzing and reporting property data.
- Skill in making statistical analyses of property valuation data.
- Skills to develop, administer, and evaluate the results of different types of surveys.
- Skill in evaluating information needs and designing appropriate computer applications to meet those needs.
- Excellent written and spoken communication and ability to relay complex ideas to individuals with varying levels of expertise.

The preferred candidate will have experience as a project leader supervising studies that involve data analyses, statistical sampling and data mining and will be able to demonstrate knowledge of same, five years of full-time experience constructing and running statistical analyses and models, and strong programming skills. The preferred candidate will also have solid experience with SPSS or SAS or similar software, a working knowledge of Microsoft Office suite (Word, Excel and Access), knowledge and experience in the valuation of real properties, and experience with GIS technology.

Appointment to this title must comply with the City's residency requirement.

TO APPLY FOR CONSIDERATION, SEND A RESUME AND COVER LETTER, WHICH LISTS THE JOB VACANCY NUMBER, YOUR SALARY HISTORY, AND POSTING LOCATION TO:

NAME: <i>Employee Services Helpline</i>	NYC DEPARTMENT OF FINANCE
ADDRESS: 59 Maiden Lane, 22nd floor New York, N.Y. 10038 Or Email: employeehelp@finance.nyc.gov	

EMPLOYEES ARE ENCOURAGED TO APPLY ALL INTERVIEWS ARE BY APPOINTMENT ONLY!

DATED: 10/30/09	POST UNTIL: 11/20/09	JVN: # 836-10-4567A
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