

City of New York
DEPARTMENT OF TRANSPORTATION
Job Vacancy Notice

Civil Service Title: Staff Analyst
Office Title: Junior Analyst
Title Code: 12626, level 01
Salary: \$45,358/\$52,162–61,754

Work Location: 55 Water Street, Manhattan
Hours: 35 hours per week
Division: Financial Management & Analysis
Number of Positions: 1

Job Description

The Junior Analyst will perform numerous tasks pertaining to the analysis of DOT's expense budget. This position serves as an expense budget liaison to multiple divisions within the agency. Specific tasks include preparing spending and headcount analyses, and developing and reviewing Financial Plan proposals designed to reduce costs. Other duties include investigating variances between planned and actual spending, preparing reports based on budgetary data gathered, and using financial tools such as FMS, Crystal Reporting and Excel spreadsheets to estimate the fiscal impact of management policies and management reports. Assembles other related ad hoc analyses. Performs related duties.

Qualification Requirements

1. A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the CHEA and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or 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.

Applying

This is a transfer opportunity for a permanent incumbent in the Staff Analyst Title.

City employees: go to Employee Self Service and navigate to Recruiting Activities > Careers, and search for Job ID 102482.

Other applicants: visit www.nyc.gov/careers and search for Job ID 102482. If you do not have access to a computer, please mail resume, indicating the Job ID, to:

Division of Finance Contracting & Program Management
Department of Transportation
55 Water Street, Sixth floor
New York, New York 10041
Attention: Ann Marie R. Porto

The City of New York is an Equal Opportunity Employer. While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. New hires must reside in NYC for the first two years of employment. Appointments are subject to OMB approval.

Post Date: 07/06/2012, post until filled