

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst (Non-managerial)	TITLE CODE NO.: 1002A
OFFICE TITLE: Senior Planner	SALARY: \$56,937 to \$88,649
DIVISION/WORK UNIT: Planning, Research & Program Development (PRPD)	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City that aim to address conditions of poverty and improve youth outcomes. The PRPD unit performs program and policy research, statistical analysis and program evaluation for DYCD. Planners design programs and prepare DYCD requests for proposals (RFPs) by conducting research and obtaining input from program administrators, participants and a broad range of stakeholders. The PRPD unit also manages external consultants retained to conduct evaluations of agency initiatives such as Out-of-School Time, Beacon, literacy, youth employment, and mentoring programs.

PRPD is expanding its capability for analyzing program and participant data that the agency collects through its online reporting systems. These data along with data now being made available through a DYCD-DOE Data-Sharing MOU, Mayoral initiatives funded by the Center for Economic Opportunity and the Young Men’s Initiative, and the expansion of the Cornerstone Community Center initiative for residents of NYC Housing Authority create new opportunities for internal analysis and evaluation of program performance and participant outcomes.

Specific duties will include:

- (1) Program Evaluation/Performance Analysis: Statistical analysis of DOE data and other City agency data pertaining to DYCD program participants; supervise the collection of agency performance indicators required by the Mayor’s Office of Operations; work with DYCD program administrators to develop and assess performance measures; design and carry out internal program evaluations; assist in monitoring independent evaluators to ensure that research designs are appropriate and confidentiality protocols are adhered to, and critique draft evaluation reports and analyses.
- (2) RFP Development: conduct research and literature reviews to determine best practices, design and plan programs; draft research memoranda; conduct focus groups and interviews with stakeholders, including service providers, experts and advocates; obtain and analyze data (e.g., census bureau, labor market); and draft rating guides for the evaluation of proposals received in response to RFPs.
- (3) Additional tasks may include reviewing and rating proposals, grant-writing, and working with other City agencies to coordinate joint initiatives and prepare joining planning documents and reports.

PREFERRED SKILLS:

- Strong research skills, including experience performing statistical analyses using large data sets and empirical research using social science tools and methodologies
- Knowledge of statistics (MA-level and above preferred) and proficiency in using statistical software such as SPSS
- Ability to construct and manage large databases
- Excellent writing, editing and analytic skills
- Excellent communication and consensus-building skills
- Knowledge and/or experience in social policy areas relevant to DYCD such as education, youth employment, literacy, and youth and community development

MINIMUM QUALIFICATIONS:

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
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.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

<<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester Counties.

To APPLY:
**Search for the Job ID
#134009**

External Candidates please go to www.nyc.gov/careers
Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 10/29/2013

POST UNTIL: Filled

Job ID: 134009

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.