

CIVIL SERVICE TITLE: Administrative Staff Analyst (NM)	TITLE CODE NO.: 1002A
OFFICE TITLE: Program Analyst	SALARY: \$56,937 to \$88,649 (Annual)
DIVISION/WORK UNIT: Out of School Time	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS: 35 Hours Per Week (minimum)	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. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities. (DYCD) is seeking a Program Analyst who will assist the MIS Coordinator in its Out of School Time (OST) Initiative. OST seeks to strategically support community-based organizations to offer high quality after school services through funding, monitoring, coaching, capacity, evaluation and advocacy. Supported by partnerships, OST strives to enhance and expand a sustainable network of afterschool services. Key partners include NYC's Department of Education, Department of Health and Mental Hygiene, Parks and Housing Authority. Through OST, over 50,000 young people from elementary to high school receive services after school, on school holidays and during the summer.

The Program Analyst will assist with the following duties:

- Quality Review and Monitoring
- System Review and Improvement
- Staff Training and MIS Coordination
- Review of Site Monitoring Process
- Prepare Reports to Support Unit Operations and Management Team Decision making and Reporting to Key Stakeholders

PREFERRED SKILLS:

- Advanced EXCEL operations;
- Familiarity with human service programs a plus.

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

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

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 #144879

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 public library

POST DATE: 02/26/2014

POST UNTIL: Until Filled

JOB ID #: 144879

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