

CIVIL SERVICE TITLE: Administrative Staff Analyst-Non Managerial – Level 1	TITLE CODE NO.: 1002A-NM
OFFICE TITLE: Workforce Development Analyst	SALARY: \$56,937-\$80,000 (Annual)
DIVISION/WORK UNIT: SYEP	WORK LOCATION: 161 William Street, New York, New York 10038
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1
JOB DESCRIPTION:	
<p>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.</p> <p>Under the general supervision of the Youth Workforce Development Senior Management, with latitude for independent initiative and decision making, the Workforce Development Analyst will provide analytical, evaluation, and project management support. Specifically, the Analyst will:</p> <ul style="list-style-type: none"> • Conduct evaluation, monitoring and data analysis related to DYCD Youth Employment initiatives and development of new policies. • Research best practices and use quantitative and qualitative analysis to inform the creation of new policies, programs and practices. • Synthesize complex information into presentations and reports for various audiences. • Manage written, visual and digital communications for all workforce programs; develop marketing materials and social media messages. • Work collaboratively across all DYCD workforce, youth and community development programs as well as with outside stakeholders including intergovernmental partners, community based organizations, and private sector and foundation partners. • Perform field work in all five boroughs to ensure vendor compliance with all applicable contract requirements and program performance standards. 	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Exceptional communication skill, written and oral. • Highly developed analytical skills and strategic planning experience. • Computer literate with skills in Microsoft: Word and Excel. • Flexible team player with initiative and proven ability to meet tight timeframes. • Familiarity with NYC youth workforce development data and payroll systems such as YEPS. • Advanced degree preferred. • Familiarity with the diverse communities of New York City 	
MINIMUM QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or 2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or 3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or 4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3½ years. 	

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 # 189757

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: 4/7/15

POST UNTIL: FILLED

JOB ID #: 189757

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