

CIVIL SERVICE TITLE: Staff Analyst, L1	TITLE CODE NO.: 12626-01
OFFICE TITLE: ARRA Data Analyst	SALARY: \$52,162 to \$61,754 (\$45,358 with less than 2 years of City service)
DIVISION/WORK UNIT: Deputy Commissioner for Administration	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum) Full-time Temporary Position until June 30, 2011	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>The Department of Youth and Community Development is seeking to hire a data analyst. Reporting to the Deputy Commissioner for Administration, the ARRA Data Analyst will have responsibility for understanding and evaluating American Recovery and Reinvestment Act (ARRA) federal stimulus data and reports. The ARRA Data Analyst will collect, analyze, summarize, and report on ARRA-related data, from internal and external sources, in accordance with established policies and procedures.</p> <p>Responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none"> • Solicit and analyze data from ARRA-impacted DYCD units • Coordinate with ARRA-funded community-based organizations • Serve as secondary liaison to the Mayor's Office of Operations. • Utilize the DYCD contract management system • Perform special projects as directed by supervisor <p>The position will end conterminous with the ARRA funding on June 30, 2011.</p>	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Advanced computer literacy with strong skills in Microsoft Excel • Excellent customer service skills and a demonstrated ability to balance multiple priorities • Strong writing skills • Demonstrate experience working with data 	
MINIMUM QUALIFICATIONS:	
<p>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; or</p> <p>2. A baccalaureate degree from an accredited college 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; in management or methods analysis, operations research, organizational research or program evaluation; 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, or fiscal management; or in a related area.</p>	
APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL. <<<NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT>>>	
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<p>TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:</p> <p>Karen Alexander, Assistant Commissioner NYC Department of Youth and Community Development, Office of Human Resources 156 William Street, 3rd Floor New York, New York 10038 Or e-mail Opportunities@dycd.nyc.gov Visit www.nyc.gov/dycd</p>	
SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW	
POST DATE: 09/04/09	POST UNTIL: Until Filled
JVN #: 261-10-012	