

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Associate Staff Analyst	TITLE CODE NO.: 12627
OFFICE TITLE: Senior Planner	SALARY: \$68,466 to \$88,649 (\$59,536 with less than two years of City service)
DIVISION/WORK UNIT: Planning, Research & Program Development	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. 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.

The Planning, Research and Program Development (PRPD) unit conducts program and policy research, statistical analysis and program evaluation for DYCD. PRPD staff work with agency program managers to develop program designs and prepare requests for proposals (RFPs) to procure services for youth, families and communities. PRPD staff also liaise with consultants retained to evaluate agency initiatives; assist with the development of reporting systems for DYCD-funded programs; and analyze and report on the agency's performance indicators. The unit engages with service providers and program participants, DYCD advisory bodies, City and State agencies, non-profits, foundations, academics and community representatives to obtain broad stakeholder input, develop joint initiatives, and coordinate planning efforts.

Specific duties will include:

- (1) Program Evaluation/Performance Analysis: Reporting on and supervising the collection of internal agency performance indicators required by the Mayor's Office of Operations and reported through the City's Performance Management Application and the Preliminary and final Mayor's Management Reports; serving as the primary contact for the Mayor's Office of Operations; working with DYCD program administrators to develop agency performance measures; assisting with internal program evaluation by developing reporting tools, such as survey instruments and interview protocols; performing statistical analysis of data and drafting findings.
- (2) RFP Development: Working with PRPD and other agency staff to design and plan programs and develop agency RFPs; performing research and literature reviews to determine best practices; drafting research memoranda; conducting focus groups and interviews with stakeholders, including service providers, experts and advocates; obtaining and analyzing data (e.g., census bureau, labor market); and drafting 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 prepare planning documents and reports.

PREFERRED SKILLS:

- Strong research skills, including experience performing statistical analyses and empirical research using social science tools and methodologies
- Proficient in statistical analyses (such as SPSS)
- 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, 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 one year 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; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.
NEW YORK CITY RESIDENCY IS REQUIRED

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:

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

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: 02-04-2010

POST UNTIL: Filled

JVN #: 261-10-023

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