CIVIL SERVICE TITLE: Administrative Staff Analyst (Non-Managerial)

TITLE CODE NO.: 1002A

OFFICE TITLE: Lead Business Analyst

SALARY: $56,937 Minimum Salary

BUREAU/DIVISION/UNIT: Technology Development & Systems (BTDS)/BFP/Revenue Management

LOCATION: 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION:
The Lead Business Analyst will manage a Business Analysis team and oversee the assessment and documentation of business processes for the Bureau of Fire Prevention (BFP) and Revenue Management (RM) System and will coordinate business analyses for the Coordinated Building Inspection Data Analysis System (CBIDAS), FDNY’s Enterprise Solution for agency-wide inspection tracking. The business process analyses will be used to define functional requirements for a new BFP/RM system that will streamline activities and increase operational efficiencies for BFP and RM as well as inform agency-wide operational policies and efficiencies. Business analysis team will work with end-users and managers to analyze, document and update detailed operational policy and procedure; outline functional enhancements/upgrades required to support policy and operations; document detailed functional requirements for application modifications for developers; work with developers and testers to ensure functional requirements are met.

QUALIFICATION REQUIREMENTS:
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.

PREFERRED SKILLS:
Two or more years of experience researching and documenting operational policies and procedures, particularly related to fire code and fire inspection policies and procedures. Experience researching and assessing data requirements for monitoring and reporting on operational policies, procedures and resource allocations. Two or more years of experience working on large projects within a matrixed environment and cross functional teams from different Divisions/Bureaus/Departments; experience working and communicating with line staff, managers and executives. Experience researching and assessing data requirements for monitoring and reporting on operational policies and procedures. Strong verbal and written communication skills. Good working knowledge with Microsoft Office Products including Word, Project, Power Point, Excel and Visio.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TO APPLY GO TO NYC.GOV/JOBS OR CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). PLEASE REFER TO JOB ID #184418

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

DATED: March 6, 2015

*POST UNTIL*: Until Filled

The Fire Department is an Equal Opportunity Employer.