NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE

CIVIL SERVICE TITLE
Associate Staff Analyst

Title Code #
12627

OFFICE TITLE
Technical Specification Writer

SALARY
$59,536-Minimum salary for full-time employees with
less than 2 years of City Service
$68,466-Minimum salary for full-time employees with
more than 2 years of City Service

BUREAU/DIVISION/UNIT LOCATION
Technology Development & Systems/Radio Repair
Operations
58-65 52nd Rd. Woodside, NY 11377

JOB DESCRIPTION
The Technical Specification Writer will assist in the research and development of equipment specifications for
radio equipment, radio installation specifications for vehicles, facility locations, and infrastructure; will work
with vendors and shop staff to obtain and develop specifications; clearly articulate details in writing; maintain
version control and have strong attention to detail; willing to learn about technology and translate that
information into useful and clear details for use by technical professionals as well as laypeople; draw
schematic diagrams and network mapping documents from notes, label nodes and connection points, maintain
and distribute revisions as directed; contact vendors and suppliers for information as needed.

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
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.

***Candidates must be permanent within the civil service title of Associate Staff Analyst***

PREFERRED SKILLS:
Knowledge of electronic components, general operation of Land Mobile radio systems, basic computer and
network topology. Strong experience in Microsoft Office including Visio. Excellent writing, documentation,
communication, and organizational skills. NYS Driver’s License required.

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.

Please note that only candidates considered for an interview will be contacted.

TO APPLY:
NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # _189862_.

DATED: April 14, 2015

"FDNY is ranked as the top place to work among gov’t agencies; and 17th overall among 500 employers among large U.S. companies,
nonprofits, gov’t agencies, and U.S. divisions of multi-national."
-Forbes magazine, on “America’s Best Employers 2015”

The Fire Department is an Equal Opportunity Employer.