

**NYC EMERGENCY MANAGEMENT  
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: **EMERGENCY PREPAREDNESS SPECIALIST**  
Title Code No.: **06766**  
Salary: **\$65,000-\$72,500**  
Office Title: **HUMAN CAPITAL DATA SPECIALIST**  
Division/Work Unit: **Office of the Chief Operating Officer/Human Capital**  
Work Location: **165 CADMAN PLAZA EAST BROOKLYN, NY 11201**  
Hours/Shift: **9 – 5/M – F**  
Number of Positions: **1**

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**ABOUT NEW YORK CITY EMERGENCY MANAGEMENT**

New York City Emergency Management (NYCEM) helps New Yorkers before, during, and after emergencies through preparedness, education, and response. NYCEM is responsible for coordinating citywide emergency planning and response for all types and scales of emergencies. We are staffed by more than 200 dedicated professionals with diverse backgrounds and areas of expertise, including individuals assigned from other City agencies.

The Human Capital Management (HCM) team coordinates all aspects of employee relations and organizational culture, which includes but is not limited to the areas of talent management, employee relations, payroll and timekeeping, benefits, HRIS and analytics, HR compliance, change management, organizational and performance management. The Human Capital team is seeking a specialist to support the teams HRIS and analytics projects.

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**JOB DESCRIPTION**

The Human Capital Data Specialist is responsible for supporting HCM's strategic analytics and reporting function. This role will serve as an active partner with the Human Resources, I/T and Business teams to develop data driven insights across all Human Capital areas e.g., performance, engagement, acquisition, and workforce planning.

Under the direction of the Chief Human Capital Officer and the Director, People and Culture the Human Capital Data Specialist will be responsible for:

- Partnering with HCM leadership to develop new reporting and analytics solutions using human capital data as well as maintaining existing reports and dashboards
- Working with HR leadership to perform analysis on HR data to provide insights, identify trends, assess performance, establish benchmarks, and design delivery of metrics and insights to management
- Engaging and collaborating with cross-functional experts across all business units
- Creating new metrics and insights from untapped data sources. Tracking and monitoring trends through various employee analyses (e.g., exit interview data, employee engagement, employee relations issues, focus group feedback) and working with the relevant HCM team members to identify opportunities for improvement
- Helping to enhance HCM's ability to analyze and "make sense" of large sets of data and translate findings in a visually appealing manner that tells a story and helps HCM make better data driven decisions
- Serving as a subject matter expert on our key data sources as well as analyzing current data designs and suggesting improvements
- Tracking and monitoring trends through various employee analyses (e.g., turnover/early churn, exit interview data, employee engagement, employee relations issues, focus group feedback) and working with the relevant HR team members to identify opportunities for improvement
- Conducting benchmarking analysis and generating insights based on relevant industry and market data (e.g., employee engagement scores)
- Delivering data-driven insights which enable HCM to proactively plan and serve as agency business partners

- Performing ad-hoc reporting and data analyses and maintaining a library of historical reports for database management purposes

The selected candidate will be assigned to periodic Emergency Operations Center team and will be expected to work non-business hours during emergencies. The selected candidate will also participate in drills and exercises, assist with Ready NY presentations to external groups, and will undertake special projects as assigned.

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### QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in emergency management, public administration, urban planning, engineering, economics, political science, the physical sciences or related field and one year of satisfactory full-time professional experience in one or a combination of the following: emergency management, fire or police or military service, public safety, public health, public administration, urban planning, engineering, or another specialized area to which the appointment is to be made; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in the areas listed in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization and six years of satisfactory full-time professional experience in the areas listed in "1" above, at least two years of which must have been in one of those areas, or another specialized area to which the appointment is to be made.

**NOTE:** *New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.*

*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*

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### PREFERRED SKILLS

- Bachelor's Degree in a technical field like Business Administration, Math, Engineering, Computer Science, or Information Technology or related field.
- Experience using human resource management systems (HRIS).
- Familiarity with NYCAPS and CHRMS.
- Previous experience in analyzing human resources data and/or working in HR data analytics
- Experience with data visualization tools such as Power BI, Tableau, etc.
- Experience working with large volumes of data and testing data flow across multiple systems
- Hands-on experience working with cloud services such as AWS or MS Azure and relational databases (SQL)
- Experience with advanced analytics methods and tools such as R and Python
- Business Acumen - Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting the business and organization.
- Ability to adapt to innovative ideas necessary to support NYCCEM's organizational strategy
- Excellent analytical skills and attention to detail to ensure accuracy
- Strong communication and writing skills and ability to develop relationships with professionals across teams
- Comfortable working with and analyzing large sets of data and presenting results that tell a clear and compelling story

- Works well under pressure and is able to manage multiple urgent deliverables, prioritize workload to anticipate and meet deadlines
- Ability to work with Excel on a day to day basis, strong preference for individuals to be comfortable doing macros, vlookups, and pivot tables

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**To APPLY**

**Current City Employees:** Apply via Employee Self-Service (ESS). Go to Recruiting Activities → Careers and search **Job ID# 485422**

AND

Send a copy of your resume & cover letter to [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov). Please include in the subject line the Job ID# 485422 and **how you heard about this posting**.

**Non-City Employees/External Candidates:** Apply via NYC Careers. Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search **Job ID# 485422**

AND

Send a copy of your resume & cover letter to [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov). Please include in the subject line the Job ID# 485422 and **how you heard about this posting**.

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

<b>POSTING DATE:</b> 9/22/2021	<b>POST UNTIL:</b> Filled	<b>JVN:</b> 017/22/692
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-AN EQUAL OPPORTUNITY EMPLOYER-  
 Special accommodations will be provided for people with disabilities