



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 178295 **# of Positions:** 1
Business Title: Policy Analyst
Civil Service Title: COMMUNITY COORDINATOR
Title Code No: 56058 **Level:** 00
Proposed Salary Range: \$ 47,703.00 - \$ 74,049.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy Program Management

[Return to Previous Page](#)

[Switch to Internal View](#)

Job Description

The Policy Analyst will be responsible for in-depth analysis of relevant data and information, to inform policy and programmatic design and implementation for the NYC Build It Back program. Under the supervision of the PMO Managing Director, the responsibilities of this position, include but are not limited to:

- Support the development of new and ongoing processes involving case management and application processing
- Coordinate with teams of staffers to collect and validate data related to the performance of the Program and service delivery outcomes
- Draft talking points and other documents to communicate with customers in the field
- Develop surveys and analyze survey results
- Provide analytical assistance to colleagues, including quantitative and qualitative data analysis, the evaluation of best practices, and the identification and assessment of operational improvement opportunities at different agencies.
- Provide project management assistance, including developing, maintaining project plans, and other documents, managing and coordinating project elements, reviewing work products, and ensuring efficient progress on implementation of initiatives. .
- Visit Centers and other locations to understand and document progress of implementation and practical application of programmatic initiatives
- Assist with implementation of new procedures and policies
- Attend meetings and collaborate with vendors and other divisions of NYC Build it Back
- In addition to the support to the Deputy Director, the policy analyst may be responsible for discrete projects and will be expected to manage the projects until completion

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Experience which demonstrates a proven record of providing analytical and/or technical assistant for complex, interdisciplinary projects involving multiple stakeholders;
 - An understanding of urban issues, especially New York City government, disaster recovery and current city affairs/politics;
 - Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems;
 - Flexibility, multi-tasking capability, and enthusiastic work ethic;
 - Strong written, verbal and interpersonal communication skills;
 - Excellent Customer service and interpersonal skills
- Advanced knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint, MS Project, MS Video) and internet research.
- A driver's license.

Additional Information

** This is a long-term temporary grant funded position with an estimated duration of up to 18 months.

To Apply

To Apply click "Apply Now"

NYC DEP is an Equal Opportunity Employer

Residency Requirement

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.

POSTING 12/16/2014
DATE:

POST UNTIL: 12/29/2014