



DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Environmental Protection

Job ID: 142477 **# of Positions:** 1
Business Title: Reporting Analyst
Civil Service Title: ADMINISTRATIVE STAFF ANALYST (
Title Code No: 1002A **Level:** 00
Proposed Salary Range: \$ 56,937.00 - \$ 88,649.00 (Annual)
Work Location: 250 Broadway, N.Y.
Division/Work Unit: Sandy HRO Administration

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Job Description

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

The Federal government administers the Community Development Block Grant Program (CDBG) to provide communities with resources that address a wide range of needs. These funds are designed to assist cities, counties and states recover from disasters. The mission of NYC Housing Recovery is to return Sandy-impacted residents in New York City to permanent, safe and sustainable housing.

The Research, Analysis, and Reporting team works across HRO to develop insights from data that will optimize HRO programs. The team is responsible for delivering reports with actionable insights that help make better decisions and meet targets. The Reporting Analyst will provide technical support on a variety of research and reporting projects. Will support the Reporting Manager with research relating to policy issues; help obtain, manage, organize, and analyze large datasets. Expected to have strong communication skills and will be asked to summarize analytical findings in written memos, PowerPoint presentations, and reports. Primary duties and responsibilities may include, but not be limited to:

- Collects, assembles, and maintains datasets for quantitative analysis and reporting in Excel.
- Assists with the development, maintenance, and monitoring of HRO data.
- Creates, maintains, and shares routine and ad hoc reports related to HRO programs.
- Writes background policy reports, summaries, and memos.
- Conducts quantitative data analysis and operationalizes analysis and methodologies. Presents the results of analysis in tables and graphical formats in Microsoft PowerPoint presentations.
- Other research tasks as assigned.

Minimum Qual 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

- Extensive knowledge of how to organize and manipulate data;
- Strong analytic skills, both quantitative and qualitative;
- Strong written and oral communications skills;
- Demonstrated interest in housing, urban planning, and/or public administration.

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"

The NYCDEP is an Equal Opportunity Employer

Work Location

****This position is based at 250 Broadway, New York, NY 10007 ****

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 01/28/2014
DATE:**

POST UNTIL: 10/25/2014