

NEW YORK CITY PUBLIC SERVICE FELLOW

Duties and Responsibilities

Under continuing guidance and supervision, receives training in various tasks in either Social Services, Procurement and Finance, Policy Analysis, Information Technology, Data Analysis, Creative Services and Media, Project Management, or Architecture and Engineering. Fellows within this class of positions will have a two-year tenure. All personnel perform related work.

Examples of Typical Tasks

Receives development training and performs work of ordinary difficulty in Social Services; receives training in the policies and procedures of the agency assigned to, and all applicable laws; receives training in and assists with identifying, developing and implementing social service plans for clients/patients; conducts research and analysis; prepares reports and shares findings with colleagues.

In the first year of the fellowship, receives training in the principles of human behavior and development; the use of community resources in social services work; and interviewing, counseling, assessment, caseload organization and case management skills. Assists in social services work; accompany staff on interviews of clients/patients to help gather and record required information; provides assistance as advocate for the population served.

In the second year of the fellowship, receives training in the performance of moderate to complex casework services including assessing clients'/patients' needs; researches and recommends referrals of clients/patients to appropriate services such as medical and social benefits and entitlements; monitors progress and follow-up; and provides service coordination. Assists with the approval of appropriate services or entitlements of eligible clients/patients; assists in the development of service plans for clients/patients; recommends discharge or transition plans to clients/patients.

Receives development training in, and performs work in Procurement and Finance; receives training in and assists with the preparation and administration of budgets; the analysis of expenditures; monitoring organizational spending; and predicting future financial needs.

In the first year of the fellowship, receives training in and assist in routine procurement and financial work including purchase requests, obtaining price quotes from suppliers, the creation of purchase orders, and checking the accuracy of purchase orders.

NEW YORK CITY PUBLIC SERVICE FELLOW (continued)

Examples of Typical Tasks (continued)

In the second year of the fellowship, assists with procurement and financial work of moderate difficulty such as reviewing bids and proposals, researching and making recommendations regarding the ability of vendors and contractors to provide goods and services, and creating budgets and purchase orders.

Receives development training in and performs work in Policy Analysis.

In the first year of the fellowship, receives training in, and in the second year of the fellowship, assists in the performance of moderate to complex analytical work including the preparation and administration of departmental budgets; the preparation and conduct of administrative and procedural studies and analyses of the organization and operations of City agencies; the collection and analysis of data; utilization of management information systems; planning and support of strategic initiatives; and personnel administration and workforce development.

Receives development training in and performs work in Information Technology. Assists with research to resolve and troubleshoot problems related to software applications; assists with programming, software design, and software development; assists in liaising with business users for software design, software development, and project implementation; assists in solving routine problems with software, applications, or data management for end users. Attends all assigned development training courses.

In the first year of the fellowship, under the direct or immediate supervision of a skilled technician, receives training in and performs entry level professional work in information technology; acquires knowledge, skill, and competency developing, maintaining, and manipulating applications in the use of computer systems, in database management, and in systems management.

In the second year of the fellowship, under the direct or immediate supervision of a skilled technician, with some latitude for independent action, receives training in solving and troubleshooting problems related to computer hardware, software applications, and systems maintenance; refers operational problems of more than moderate difficulty to a skilled technician. performs related work.

Receives development training in and performs Data Analysis including the use of software for storing and managing large data sets.

NEW YORK CITY PUBLIC SERVICE FELLOW (continued)

Examples of Typical Tasks (continued)

Receives development training in and performs Data Analysis including the use of software for storing and managing large data sets.

In the first and second year of the fellowship, under the direct or immediate supervision of a skilled analyst, responds to data-related inquiries; analyzes and interprets data for research and evaluation; suggests solutions and reports trends in department, agency, and interagency reports; performs related work.

Receives development training and performs work in Creative Services and Digital Media; the design of internal and public-facing materials; and the policies and procedures of all approved multimedia platforms.

In the first and second year of the fellowship, under the direction or immediate supervision of a communications specialist, designs and develops materials for agency and web-based materials; provides guidance on messaging and branding, including content, copywriting, editing, videography, and photography; performs related work.

Receives development training in and performs work in Project Management; receives training in and assists with coordinating and expediting the development and execution of special projects, or new and/or ongoing programs, to ensure goals are achieved and deliverables are provided; track timeline, scope, and budget of project.

In the first year of the fellowship, receives training in management information system software, understanding project and program budget, and coordinating with staff members, vendors, contractors, and other programs to ensure and to document that tasks related to the project are being completed.

In the second year of the fellowship, assists with managing projects to completion, resolves problems that arise in meeting schedules and cost; participates in meetings with City agencies and client agencies in formulating project needs; assists with overseeing the consultant selection and contracting process, and assists with managing contracts.

Receives development training in and performs work in Architecture and Engineering; receives training in conceptual design and preparing architectural assessments; designs, builds, and maintains the functional aspects of structures or systems.

NEW YORK CITY PUBLIC SERVICE FELLOW (continued)

Examples of Typical Tasks (continued)

In the first and second year of the fellowship, receives training in the City's design process and infrastructure construction; help create conceptual designs for projects, perform feasibility reports, ensure compliance with local rules and regulations; compile specifications and create reports; learn the environmental impacts of design and construction; assist in project planning, budgeting, and scheduling of projects.

Qualification Requirements

A baccalaureate degree from an accredited CUNY college in a major related to the work in which the fellow will be trained, and perform in the particular position.

Direct Lines of Promotion

None.

This class of positions is classified in the Non-Competitive Class for use in the New York City Public Service Fellowship program, and has a two-year term. Upon satisfactory completion of one year of the fellowship program, Fellows in this class of positions must file for and take a Civil Service examination in order to remain in the fellowship.

Note: Maximum tenure as a New York City Public Service Fellow is two years.