



2026 NYC Summer Internship Program Application Form

Agency Details and Contact Information

Agency DCAS **Division** Human Capital / Workforce Operations

Address 1 Centre Street, New York, NY 10007

Name Betsy Varkey **Email** bvarkey@dcas.nyc.gov

Agency Description

DCAS' mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at nyc.gov/dcas to learn more about the work we do.

Unit Description

DCAS Human Capital (HC) is responsible for maintaining the Civil Service system for the City of New York. HC recruits and identifies the best-qualified candidates for City employment, administers Civil Service exams for positions and provides City agencies with a qualified pool of candidates to fill their hiring needs. In addition, HC develops and interprets Citywide policies and programs; develops and conducts professional development and employee training programs.

Within HC's Bureau of Workforce Operations is the Workforce Strategy Unit, which supports project and agency-wide efforts by providing data, tools and other resources to support strategic and data-informed decision making around workforce planning. The unit oversees HC's Key Performance Indicators, some of which are reported in Mayor's Management Report (MMR) and Preliminary MMR, publish the annual Workforce Profile Report and reports on federal, state and local mandates.

Internship Position Description

Position Title	Workforce Data Intern (Undergraduate)
Number of Positions	1
Internship Responsibilities	<p>The Summer Undergraduate intern will work closely with the DCAS Workforce Strategy team to create dashboards and reports based on statistical analysis of citywide workforce data and citywide surveys. These reports influence policy and decision-making at high levels in all city agencies.</p> <p>The intern will be processing and analyzing employment and personnel data for over 350,000 city employees, including employee characteristics such as hiring, retirement, civil service exams, salary, ethnicity, and gender. This is a good opportunity for someone interested in exploring and applying different data visualization techniques and statistical methods in practice. The work will include compiling, cleaning, and summarizing data in R or Python; conducting statistical analyses; creating visualizations and dashboards in R Shiny; identifying errors and improvements in code; creating, editing, and automating reports in Excel and PowerPoint.</p>
Qualifications / Special Skills / Area of Study	<ul style="list-style-type: none">- Studying in a quantitative related field.- Intermediate programming skills in R or Python.- Intermediate Excel knowledge.- Intermediate Data Visualization skills.- Good writing and oral communication skills.- Teamwork and Collaboration skills.
How to Apply	<p>Candidates should submit cover letter and resume to bvarkey@dcas.nyc.gov with "Workforce Data Intern" in the subject line.</p> <p>NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p>
Salary	<u>\$17.00 p/hr</u>

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.