

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>City Research Scientist II</u>	Salary:	<u>\$82,506* (Non-City minimum) \$94,882** (City minimum)</u>
Title Code:	<u>21744</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Program Development Associate</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Planning &amp; Strategic Initiatives/Research &amp; Development</u>		

**Additional Information:**

*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.*

*As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.*

**Job Description:**

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

The Program Development unit helps to reform current programs and identifies opportunities to create new initiatives that promote the evolution and enhancement of aging services in New York City to meet the diverse and rapidly expanding needs of older New Yorkers. This includes the following:

Coordination of solicitations for both new and existing programs, including enhanced programming that evaluates and expands programs. The unit works with other Bureaus to ensure RFPs and other applications are completed in a timely and efficient manner. Additionally, a large portion of the new programming has been seeking opportunities in healthcare innovations, where the unit works to integrate and create partnerships between the Department for the Aging's (NYC Aging) aging services and healthcare plans and providers. Review and proposal development for public/governmental grant funding opportunities.

The Program Development Associate will assist the Senior Director of Research & Development, Director of Research & Evaluation, and Deputy Director of Program Development to work with leadership and program teams to understand the vision for design of new or redesigned programs, including the following responsibilities:

- Participate in development of Concept Papers, Requests for Proposals (RFPs), Negotiated Acquisitions (NAs) and other solicitations.
- Coordinate with NYC Aging Internal Bureaus and Units including Bureau of Programs, Office of General Counsel, Office of Procurement, and several Planning & Strategic & Initiatives (PSI) units.
- Assist with tasks such as stakeholder engagement (e.g., informational and satisfaction surveys, interviews, focus groups) and writing/editing of solicitation materials (e.g., concept papers, RFPs, scopes of work, evaluation guides).
- Research trends and/or best practices in the aging sector to assist in the development of new programs and innovations in conjunction with other NYC Aging units.
- Compose best practice summaries and literature reviews for new programs.
- Perform applied research and data analysis of qualitative and quantitative program data.
- Assists other Research & Development teams (Research & Evaluation and Grant Development) with implementation of impact and evaluation studies to improve current programs and develop new programs.

**\*Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

**\*\*City incumbent rate (Candidates with 2 or more active years of City Service)**

**Minimum Qualifications:**

1. For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

**NOTE:**

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

**Preferred Skills:**

Candidates should have beginning level knowledge of and experience in program development and applied research and data analysis (including quantitative and qualitative method) including:

- Familiarity with concepts of aging, social services, community relations, public administration, and/or management.
- Experience with public sector Concept Paper and RFP process.
- Ability to work collaboratively with a wide range of staff at different levels and in different subject areas.
- Excellent writing, communication, organizational and analytical skills.
- Advanced knowledge of statistical analysis through R, SPSS and Excel.
- Understanding and experience with program development and research preferred.
- Experience in social services, community relations, public administration, or management a plus.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY**

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #598926

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID #598926

Please do not email, mail or fax your resume to NYC Aging directly.

Posting Date: **October 12, 2023**

Post Until: **Filled**

JVN No. **125-24-27 CW**