

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Staff Analyst	<b>Level:</b> 01	
<b>Title Code No:</b> 12626	<b>Salary:</b> \$45,358 / \$52,162 - \$61,754	
<b>Office Title:</b> Program Coordinator	<b>Work Location:</b> 96-05 Horace Harding Expwy., 5 <sup>th</sup> Floor	
<b>Division/Work Unit:</b> Engineering Design & Construction/Deputy Commissioner's Office	<b>Number of Positions:</b> 1	
<b>Hours/Shift:</b> 35 Hours/Day		
<b>Job Description</b>		
<p>Under supervision, with some latitude for independent initiative and judgment, the selected candidate will oversee all administrative responsibilities and analytical coordination for the Deputy Commissioner's office. Candidate will be responsible for coordinating between the Deputy Commissioner's office and bureau staff regarding internal and external correspondence, agency and bureau policy implementation, strategic planning, capital budgeting, and staff surveys and feedback. Duties will also include coordinating the reviews of monthly reports and schedules for critical areas of variance while working with project teams and support staff to understand mitigation efforts. Selected candidate will be responsible for developing presentations as needed in coordination with project and program staff.</p>		
<b>Qualification Requirements</b>		
<p>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, or a closely related field; <i>or</i>  2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, or fiscal management; or in a related area.</p>		
<b>Essential Skills</b>		
N/A		
<b>To Apply:</b>		
<p>Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.  The JVN# is located at the lower right CORNER of this page.  NYC Department of Environmental Protection  Recruitment Office: 59-17 Junction Boulevard -18<sup>th</sup> Floor - Flushing - NY 11373-5108  <i>OR</i>  Via E-mail, please submit your resume in Adobe PDF or Microsoft Word  placing the JVN# on the upper right corner of your resume as well as in the subject line to:  <a href="mailto:Recruit@dep.nyc.gov">Recruit@dep.nyc.gov</a></p> <p>For more information about DEP, visit us at: <a href="http://www.nyc.gov/dep">www.nyc.gov/dep</a>  NYC Residency is required within 90 days of appointment  Appointments are subject to OMB approval</p>		
<b>Post Date:</b> 11/16/2009	<b>Post Until:</b> 11/30/2009	<b>JVN:</b> 826-10-7412-EDC

**The City of New York is an Equal Opportunity Employer**