The City of New York
DEPARTMENT OF HOMELESS SERVICES
CITYWIDE JOB VACANCY NOTICE

REVISED

CIVIL SERVICE TITLE: Associate Staff Analyst

5 Positions | Title Code No. 12627

OFFICE TITLE: Program Analyst

SALARY:
Hiring Rate: $59,536.00
Maximum: $88,649.00

UNIT: Assistant Commissioner Transitional Services

DIVISION: Family Services

LOCATION: 33 Beaver Street
MANHATTAN, NY 10004

SHIFT: Mon. - Fri. 9AM - 5PM

JOB DESCRIPTION:

The Department of Homeless Services (DHS) seeks five (5) Associate Staff Analysts to serve as Program Analysts within the Assistant Commisioner Transitional Services Unit of the Family Services Division. In this capacity, the selected candidates will oversee the social services that not-for-profit providers perform for DHS. They will assist in developing Requests for Proposals (RFP's); provide social services technical assistance to the DHS Agency Chief Contracting Officers, and read/rate proposals that are submitted. In addition, the Program Analysts will work with providers to establish short-term/long-term operational staffing goals; conduct operational reviews, workforce planning analyses, and routine/special site visits to ensure that all agency requirements are applicable and City, State and Federal regulations are met. They will analyze, review and approve operating budgets and financial plans, and participate in the design and implementation of performance measurement standards. They will conduct reviews of client case histories, independent living skills, exit interviews, ensure the documentation meets all agency requirements; and assist providers in designing strategies to motivate difficult clients. Additionally, the Program Analysts may represent the Agency during community meetings and/or discussions with local officials and community leaders. (1491, 1382, 1251, TBD, TBD)

NOTE: NEW HIRES MUST RESIDE IN NYC FOR THE FIRST TWO YEARS OF EMPLOYMENT.

PREFERRED SKILLS:

MINIMUM QUALIFICATION 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 one year of satisfactory full-time professional experience working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or 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, fiscal management, or in a related area; or

2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

New York City residency is not required

D.H.S. is an Equal Opportunity Employer

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

TO APPLY FOR CONSIDERATION, PLEASE SEND TWO COPIES OF A COVER LETTER INDICATING POSTING NUMBER AND TWO (2) RESUMES TO:

Department of Homeless Services
Recruitment Coordinator
33 Beaver Street - 12th Floor
New York, NY 10004

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

OR E-MAIL YOUR COVER LETTER AND RESUME TO: dhsjobs@dhs.nyc.gov

DATED: November 5, 2009	POST UNTIL: November 20, 2009	POSTING NUMBER: DHS 071-10-1491-1901 C