



## **POSITION AVAILABLE**

<b>Office Title:</b> Associate Analyst	<b>Civil Service Title:</b> City Planner
<b>Level:</b> 2	<b>Salary Range:</b> \$71,255 - \$81,943* <i>*For Incumbents with 2 or more years of City Service</i>
<b>Division / Work Unit:</b> Capital Planning Division	<b>Number of Positions:</b> 1
<b>Job ID:</b> 635675	<b>Hours / Shift:</b> Mon – Fri (9am – 5pm)
<b>Position Status:</b> Full-Time / Permanent	<b>Application Deadline:</b> Until Filled
<b>DISCLAIMER:</b> The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.	

### **CANDIDATE MUST BE SERVING PERMANENTLY IN THE TITLE OF CITY PLANNER OR REACHABLE ON THE CITY PLANNER CIVIL SERVICE LIST**

#### **THE AGENCY**

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide, and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Mayor’s Office of Management and Budget (OMB).

DCP is a great place to work – cultivating intellectual inspiration, professional development, and creativity. Visit our website at [www.nyc.gov/planning](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

#### **THE DIVISION**

The Capital Planning team works to foster more collaborative and equitable capital planning through strategic coordination with agency partners, data analysis, and technology.

City agencies are planning to invest over \$159 billion in New York City’s infrastructure and buildings over the next decade. The Capital Planning team supports City agencies as they strategically plan their facility siting and infrastructure investment. We do this by reforming existing processes, developing capital investment programs, and disseminating data-driven planning analytics. We are responsible for integrating planning perspectives into the City’s capital budget planning and decision-making processes.

Our work supports the City’s capital investment in a variety of ways:

- We work alongside planners in the City’s capital agencies and DCP’s borough offices to shape specific projects that complement neighborhood plans, including the Strategy for Equity and

Economic Development (SEED) Fund, which integrates capital investments into neighborhood-scale plans.

- We support citywide planning initiatives through a capital lens, particularly surrounding housing and industrial planning.
- We inform capital budget priorities by jointly developing the City's [Ten-Year Capital Strategy](#) with the Mayor's Office of Management and Budget (OMB) and evaluating the effect that capital investments can have on neighborhoods and citywide planning priorities with an eye towards growth and equity.
- We inform and support how partner agencies approach facilities planning, such as ensuring that we use the relevant community facilities data in DCP's environmental review process, and compiling agency needs for inclusion in the [Citywide Statement of Needs](#).
- We build and maintain data sets to share information about capital budgeting and spending, city facilities, capital needs and more – in order to bring transparency to the capital planning process.
- We foster the use of data and technology tools in integrated capital planning decisions, including the [Capital Planning Explorer](#), to improve collaboration and outcomes.

We are a diverse, tight-knit team operating to radically improve capital planning, budget prioritization, and decision-making in support of City priorities.

## THE ROLE

We are seeking an Associate Analyst to support and expand our impact in several areas. The Associate Analyst role will be particularly focused on ensuring that the city is planning strategically for growth and equity in capital planning, both short-term and long-term, and both citywide and at the neighborhood level. This will require strong project management and analytical work to serve as the foundation for much of our ability to create change.

The Associate Analyst will be expected to collaborate with a wide range of subject matter experts. They will work closely with multiple divisions at DCP, including the five borough offices, Population, Housing and Economic Development, Waterfront & Open Space, and Information Technology; with other City agencies, including the Department of Environmental Protection, Department of Transportation, Department of Parks & Recreation, Department of Housing Preservation & Development, the Economic Development Corporation, and the School Construction Authority; and with City Hall.

## MAIN RESPONSIBILITIES

Our work program evolves to maximize impact and ensure our team members are learning and growing. Potential projects the Associate Analyst could work on include the following:

- *Data Modeling and Spatial Analysis* - Our team uses data to inform decision-making and process improvement, and a drive to advance an analytical skillset in support of these goals. The Analyst will support:
  - Creation of Excel and Python data models of demographic, financial, facility and other capital data sets
  - Create dynamic data products to share DCP's analyses and findings
  - Build maps and conduct spatial analyses to support physical planning for city facilities and amenities.
- *Report publication* – Our team publishes essential and charter-mandated reports. The Ten-Year Capital Strategy articulates the Principles and Priorities that inform capital investment across the city. The Citywide Statement of Needs provides details on agency space needs and facility plans, and is used as a planning tool that can inform the fair distribution of facilities and efficient and cost-effective service delivery. The Associate Analyst will be integral to the creation of such reports, helping to execute on items such as:
  - Conducting outreach to agencies to gather inputs and examples for reports

- Collaborating on outlines drafting report language
  - Assembling processes to extract, transform, and analyze data in an efficient and effective way
  - Preparing report inputs including spatial data, non-spatial data, and report language; Identifying opportunities to streamline report production through mapping, data visualizations, and data management
  - Soliciting, tracking, and integrating feedback from core stakeholders at other agencies, DCP, and City Hall
  - Assisting with publicity and helping maintain any relevant websites
- *Project management and inter-agency coordination* – We drive change through strong relationships with borough offices, other agencies, City Hall, and DCP divisions. Our work at the neighborhood scale, through the Neighborhood Development Fund and the Strategy for Equity and Economic Development (SEED), facilitates comprehensive capital investment packages that meet the needs of neighborhoods today and in the future. The Associate Analyst will contribute to these workstreams by:
    - Using data and DCP tools to compile neighborhood-level capital needs, understanding existing capital projects, and drafting capital packages for neighborhoods
    - Working closely with borough offices materials on existing conditions and opportunities for capital projects and facilities, translating data and metrics into persuasive arguments, and considering internal and public audiences
    - Liaising with agency partners to scope projects that respond to neighborhood needs, rightsizing project scopes and timelines based on funding, agency prioritization, and political considerations, and tracking project implementation
    - Identifying and mitigating potential issues, and maintaining a proactive approach to executing on key initiatives and next steps

## REQUIRED SKILLS

- Passion to help cities operate more strategically, equitably, and efficiently, and an understanding of how good facilities and infrastructure planning can support a successful neighborhood
- Ability to work on a team and an enthusiasm for learning and collaboration
- Leadership experience in an academic, extracurricular, or professional environment, with experience applying independent judgment on complex issues
- Strong written and interpersonal communication skills, and a demonstrated ability to explain complex issues in clear and direct language
- A keen attention to detail, organization, and time management
- Demonstrated interest in the use of data to inform decision-making and process improvement, and a drive to advance an analytical skillset in support of these goals
- Firm foundation in data analytics, strong modelling and data analysis skills in Excel and Python (i.e. pandas, matplotlib, ArcPy, etc) and/or R.
- Knowledge and familiarity with Business Intelligence or data science tools to create dynamic data products (i.e. Tableau, ESRI Experience Builder)
- Experience with SQL is a plus
- Experience with spatial analysis and mapping using ArcGIS or other geospatial tools (i.e. QGIS, Carto)
- Excellent communication and presentation skills, with experience creating presentations and data visualizations to effectively communicate complex ideas
- Ability to work effectively with people at all levels in city government, including subject matter experts and agency partners

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## MINIMUM REQUIREMENTS:

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that

they meet all minimum qualifying requirements for this position, at the time of application.

**1. A baccalaureate degree from an accredited college or university and two years of satisfactory full-time experience in city planning; or**

**2. A satisfactory combination of education and/or experience that is equivalent to “1” above. Graduate degree from an accredited college in city planning, urban planning, urban design, architecture, landscape architecture, transportation engineering, public administration, economic development or related fields may be substituted for two years of work experience. However, all candidates must have a baccalaureate degree.**

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**TO APPLY:**

Click [here](#), or visit [cityjobs.nyc.gov](http://cityjobs.nyc.gov) and follow the steps below:

1. Search for job ID number: **635675**
2. Click on the job business title: **Associate Analyst**

Click on “Apply” at the bottom of the posting

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Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval. Authorization to work in the United States is required for this position.

***New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with a Human Capital Recruitment representative.***

***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.***

***55-a Program***

***This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.***

***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. Please review the notice to see if you may be eligible for programs and how to apply at [nyc.gov/studentloans](http://nyc.gov/studentloans).***

***This position may be eligible for remote work up to 2 days per week, pursuant to the Remote Work Pilot Program agreed to between the City and DC37.***

**NOTE:** If you would like to request a reasonable accommodation during your visit or have questions regarding the accessibility of our facilities, please reach out to [accessibilityinfo@planning.nyc.gov](mailto:accessibilityinfo@planning.nyc.gov) or call 212-720-3508 at least three business days prior to your arrival.