

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

Citywide Diversity and Equal Employment Opportunity

ADDRESS1 1 Centre Street, Floor 17N, New York, NY 10007

ADDRESS2

CONTACT NAME Jodi Bryon

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PHONE (212) 386-0272

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies' workforce needs in recruiting, hiring and training City employees; provides overall facilities management for 55 public buildings; purchases, sells and leases real property; purchases, inspects and distributes supplies and equipment; establishes, audits and pays utility accounts that serve more than 4,000 buildings; implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

Citywide Diversity and Equal Employment Opportunity (CDEEO) assists the Commissioner of DCAS to develop and enforce the City's Equal Employment Opportunity Policy and other EEO-related policies, standards and procedures. CDEEO assists the City agencies by developing or collaborating on solutions, strategies and initiatives to effectively implement and fulfill the City's responsibilities under the fair employment provisions of the City Charter and other federal, state and local laws. CDEEO monitors the EEO-related activities and data of City agencies. CDEEO collects EEO-related data and conducts analyses on topics like workforce composition, labor force utilization, adverse impact on hiring, terminations and promotions, EEO complaints and civil service examinations. CDEEO also trains New York City employees who are serving as agency EEO Officers and other EEO Professionals

POSITION TITLE (Max characters 100)

Analyst

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The intern will report to the Director of Workforce Analytics and his or her primary role will be to provide support in the development of a data warehouse

1. Assist with the creation of citywide and individual agency workforce data
2. Help create documentation related to the data warehouse and organize the inventory of SQL queries
3. Design charts, graphics, presentations, briefs, and training materials
4. Assist in the development and administration of surveys, in addition to compiling survey results
5. Research, collect, and analyze data relevant to CDEEO, other DCAS Lines of Service, or City Hall assignments

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Must be currently enrolled in a college or university. The candidate should have knowledge of and interest in statistics and practical experience in performing complex queries using SQL, conducting statistical analysis with R, and report development using VBA and/or SSRS.

APPLICATION PROCESS (Max characters 700)

Email the cover letter and resume to Jodi Bryon and Sharon Phillip (shphillip@dcas.nyc.gov)

SALARY RANGE

Graduate Stipend

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)