

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst (Non-managerial)	TITLE CODE NO.: 1002A
OFFICE TITLE: Senior Planner	SALARY: \$56,937 to \$88,649
DIVISION/WORK UNIT: Planning, Research & Program Development (PRPD)	WORK LOCATION: 2 Lafayette, New York, New York 10007
HOURS 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City that aim to address conditions of poverty and improve youth outcomes. The Planning, Research, and Program Development (PRPD) unit performs program and policy research, statistical analysis and program evaluation for DYCD. Planners design programs and prepare DYCD requests for proposals (RFPs) by conducting research and obtaining input from program administrators, participants and a broad range of stakeholders. DYCD's initiatives include COMPASS, the City's comprehensive afterschool system, Beacon Community Centers, adult and youth literacy programs, youth employment, and mentoring and service learning programs. DYCD is also collaborating with other agencies on a range of mayoral initiatives to improve City services and ensure greater opportunities for minority and immigrant youth and families.

Specific duties will include:

- 1) RFP Development: conduct research and literature reviews to determine best practices, design and plan programs; draft and finalize research memoranda; conduct focus groups and interviews with stakeholders, including service providers, experts and advocates; obtain and analyze data (e.g., census bureau, labor market); summarize findings for stakeholders, and draft rating guides for the evaluation of proposals received in response to RFPs.
- 2) Program Evaluation/Performance Analysis: Analyze DOE data and other City agency data pertaining to DYCD program participants; supervise the collection of agency performance indicators required by the Mayor's Office of Operations; design and carry out internal program reviews, evaluations; assist in monitoring independent evaluators to ensure that research designs are appropriate and confidentiality protocols are adhered to, and critique draft evaluation reports and analyses.
- 3) Additional tasks may include reviewing and rating proposals, grant-writing, and working with other City agencies to coordinate joint initiatives and prepare planning documents and reports.

PREFERRED SKILLS:

- Excellent writing, editing and analytic skills
- Knowledge and/or experience in social policy areas relevant to DYCD such as education, youth employment, literacy, and youth and community development
- Excellent communication and consensus-building skills
- Strong research skills, including experience conducting empirical research using qualitative social science methodologies and performing analyses using Excel and large data sets
- Knowledge of statistics (MA-level and above preferred)

MINIMUM QUALIFICATIONS:

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 two years of satisfactory full-time professional experience in one or a combination of the following: 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, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

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

<<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester Counties.

To APPLY:

Search for the Job ID

#External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 2/19/15

POST UNTIL: Filled

Job ID: 183001

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.