

NOTE: This position is open to applicants who took the Open Competitive Associate Staff Analyst Exam #5014, the Promotional Associate Staff Analyst Exam #5526, or those who are already permanent in the Associate Staff Analyst title. Please indicate in your cover letter whether you have taken this exam or are already permanent in the Staff Analyst title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

CIVIL SERVICE TITLE: Associate Staff Analyst	TITLE CODE NO.: 12627
OFFICE TITLE: Operations Analyst	SALARY: \$59,536 to \$88,649 (Annual)
DIVISION/WORK UNIT: COMPASS	WORK LOCATION: 2 Lafayette Street, New York, New York 10007
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1
JOB DESCRIPTION:	
<p>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 (CBO) throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.</p> <p>Comprehensive After- School System (COMPASS) formerly known as Out of School Time (OST) seeks to support community-based organizations high quality after school services through funding, monitoring, coaching, capacity, evaluation and advocacy. COMPASS is DYCD’s largest initiative, serving over 94,000 youth through over 900 programs after school, during school closing days, and over the summer.</p> <p>COMPASS is seeking an Operations Analyst to join the COMPASS Operations Team. The Operations Team offers specialized support and guidance to the entire COMPASS initiative with facility set-up and licensing, policy development, contract compliance and performance, data analysis and interpretation, unit operations and efficiencies, and communication to providers. The analyst would offer day to day support to the Deputy Director of Data Analytics and Management and the Deputy Director of Facilities and Licensing.</p> <p>Key tasks include:</p> <ul style="list-style-type: none"> • Support oversight regarding compliance, performance, and risk analysis and tracking of unit’s overall operations. • Create, compile, and maintain dashboards, trackers, and reports for internal and external stakeholders. The retrieval, reconciliation, and preparation of data from multiple systems will be used for reporting, management analysis, and decision making. • Support ongoing SACC and summer camp tracking, verify licensure and placement, and coordinate with program teams. Generate status reports as needed. • Provide resources to program teams on issues regarding facilities and regulatory issues • Support staff training and create resource materials. • Provide project management support to the COMPASS Operations Unit. 	
PREFERRED SKILLS:	
<ul style="list-style-type: none"> • Advanced excel skills. Must have familiarity navigating large data sets. • Experience compiling/generating/maintaining dashboards and geographical mapping. • Experience navigating multiple data systems • Project management and data stewardship experience. • Knowledgeable about afterschool programs. • Excellent communication skills. • Superior project manager. • Prior leadership experience working in a DYCD funded contract. 	
MINIMUM QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. A master’s degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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 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; or in management or methods analysis, operations research, organizational research or program evaluation; or 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, social services program planning/evaluation, or fiscal management; or in a related area; or 2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in “1” above. 	

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT
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
#217077**

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: 10/02/2015

POST UNTIL: FILLED

JOB ID #: 217077

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