



**NEW YORK CITY FIRE DEPARTMENT  
JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE</b> Administrative Staff Analyst (NM)	<b>Title Code #</b> 1002A
<b>OFFICE TITLE</b> Senior Analyst	<b>SALARY</b> \$56,937– Minimum salary for full-time employees
<b>BUREAU/DIVISION/UNIT</b> Management Analysis & Planning / Management Analytics & Reporting	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

**JOB DESCRIPTION**

Under supervision with latitude for independent initiative and judgment, the Senior Analyst reports to the Director of Management Analytics and Reporting and assist with determining methods for conducting statistical research, coordinating with various FDNY bureaus and city agencies to collect data sets, liaise with department executives to determine research priorities, and assist the Director of Management Analytics and Reporting in supervising, training and coordinating the work of subordinate statistical and analytical personnel. Typical tasks include: Researches, reviews, analysis, and audits existing reports for accuracy and usefulness; identifies and recommends additional data sources and data points to improve analytical capabilities; coordinates with city agencies and Department bureaus to collect, organize and understand data; determines methods for statistical analysis; applies statistical and data mining techniques to conduct trend analysis, and predictive analytics using acquired data; supports the preparation and editing of reports and interpretation of findings; advises the Director of Management Analytics and Reporting on potential policy and operational improvement areas; and prepares administrative, operational, and public information reports.

**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 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.

**PREFERRED SKILLS:**

Expertise in Excel (Dashboards & Data Modeling), MS Project, Word, Access, SQL, and SPSS, or a similar statistical package. Working knowledge of GIS Mapping Software. Ability to analyze, evaluate, and present findings; exceptional attention to detail; ability to establish and maintain inter/intra agency relationships; capable of working under pressure to meet strict deadlines excellent writing and communication skills.

**NOTE:** New York City residency is 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 APPLY:**

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/JOBS](http://WWW.NYC.GOV/JOBS).

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID #184063.

**DATED:** February 18, 2015

**\*POST UNTIL\*:** March 6, 2015

**The Fire Department is an Equal Opportunity Employer.**