



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

REPOST

CIVIL SERVICE TITLE Associate Staff Analyst	TITLE CODE NO. 12627
OFFICE TITLE Specifications Analyst	SALARY \$59,536 – Minimum salary for full-time employees with less than 2 years of City service \$68,466-Minimum salary for full-time employees who have 2 years of City service
BUREAU/DIVISION/UNIT Fleet Services	LOCATION 48-67 34 th Street Queens, New York

JOB DESCRIPTION:

The Fire Department is hiring for the Associate Staff Analyst position to serve as Specifications Analyst in the Bureau of Fleet Services. The successful candidate will, under general supervision and direction, assist in the research and design/development of new specifications for all FDNY frontline emergency response vehicles and specialty equipment, including ambulances, pumpers, ladders (rear mounts, tillers and towers), and rescue and support vehicles. Review bid packages and make recommendations for awarding contracts to vendors. Perform research and evaluate new types of vehicles and equipment; contact vehicle vendors and arrange adjustments, corrections and repairs required prior to Agency's acceptance of equipment. Inspect vehicles to ensure compliance with specifications. Conduct interviews with end users.

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 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; 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; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

PREFERRED SKILLS:

Excellent administrative, interpersonal and communication skills. Strong computer skills.

ONLY PERMANENT ASSOCIATE STAFF ANALYSTS MAY APPLY TO THIS POSTING.

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 <https://a127-jobs.nyc.gov/>

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/> REFER TO JOB ID #186461.

DATED: February 23, 2016

***POST UNTIL*:** March 8, 2016

"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."

*-Forbes magazine, on "America's Best Employers 2015"
The Fire Department is an Equal Opportunity Employer*