

The New York City Human Resources Administration (NYC HRA) seeks to hire three (3) Associate Staff Analysts who will function as Senior Systems Analyst. The candidates will initiate and manage revenue development projects and supervise the analysis of organizational structures and operational systems, including procedures, manpower requirements and data processing. Additionally, the analysts will perform studies of various operations to determine if and where fiscal control weaknesses exist; identify problems that cause the Agency to lose revenue or face possible disallowances; investigate specific issues and problems and prepare final reports for review by senior management. He/she will also apply techniques of quantitative analysis to uncover and solve problems related to revenue enhancement or cost avoidance.

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

SALARY RANGE: \$51,396 - \$76,527

Interested candidates should fax, mail or e-mail cover letter and resume to:

NYC Human Resources Administration
Finance Office
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11th Flr.
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Attn: A. Charles
Email address: charlesa@hra.nyc.gov
Fax No.: 1-212-331-5474

NYC HRA is an Equal Opportunity Employer