

**City of New York
DEPARTMENT OF TRANSPORTATION
Job Posting Notice**

Civil Service Title: STAFF ANALYST	Level: 02
Title Code No: 12626	Salary: \$58,152.00/\$66,875.00-\$74,479.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Staff Analyst 2	Work Location: 55 Water St Ny Ny
Division/Work Unit: Facilities Management	Number of Positions: 1
Job ID: 368496	Hours/Shift:
Job Description	
*** IN ORDER TO BE CONSIDERED FOR THIS POSITION CANDIDATES MUST BE SERVING PERMANENTLY IN THE TITLE OF STAFF ANALYST ***	
<p>NYC DOT seeks to hire a Staff Analyst I to join the Facilities Management Unit. The candidate must be an independent thinker with strong problem solving abilities, have a high level of initiative, and have knowledge of the City of New York's Financial Management System (FMS), Microsoft Excel, and other related software. Typical tasks that will be performed by the selected candidate include, but are not limited to the following: Serve as the liaison between staff at DOT's leased facilities and Building management. Coordinate the purchase of supplies and other items for the Facilities Management Unit. Assist in the preparation of various reports for senior management. Track Facilities Management headcount additions and subtractions. Serve as a backup for the procurement of goods and services as required for the Facilities Management unit. Track incoming requisitions from other divisions for inventory tracking purposes. Track costs associated with Pedestrian Ramp Milestones. Other ad-hoc assignments and special projects as per the Director of Financial Management</p>	
Minimum Qualification Requirements	
<p>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; or</p> <p>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 two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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.</p>	
Special Note:	
To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.	
Preferred Skills	
<ul style="list-style-type: none"> • Knowledge of the City's Financial Management System (FMS) 	

- Experience with Microsoft Office products, especially Microsoft Excel.
- Strong organizational, writing, and communication skills
- Knowledge of NYC budget, fiscal, and procurement practices preferred.

Additional Information

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Residency Requirement

New York City residency is generally 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

All resumes are to be submitted electronically.

Current City Employees: Please log into Employee Self Service (ESS) at <https://hrb.nycaps.nycnet>, follow the Careers link and search for **Job ID number 368496**.

If you do not have access to a personal computer: Please visit your local public library. Most public libraries have computers available for use. No phone calls, faxes or personal inquiries permitted. Only those applicants under consideration will be contacted. For more information about DOT, visit us at: www.nyc.gov/dot.

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Posting Date: 10/11/2018

Post Until: 04/01/2019

The City of New York is an Equal Opportunity Employer