

Civil Service Title: Staff Analyst  
Title Code No: 12626  
Office Title: Senior Project Manager for Capital Program Management

Level: I - II  
Salary: \$55,000 – \$65,000  
Work Location: Olmsted Ctr., Queens  
Number of Positions: 1

**MAJOR RESPONSIBILITIES**

- Under direct supervision of the Chief of Capital Program Management, with some latitude for independent initiative and judgment, create the quarterly schedule of project completions to establish the annual commitment plan.
- Track project design and construction schedules to ensure timely completion. Analyze reports to identify issues in procurement, design or construction. Prepare recommendations to resolve any issues delaying completion.
- Coordinate project assignments with Team Leaders, Playground and Building Requirements Units.
- Prepare and maintain information for High Profile projects. Track project details, budget information, completion schedules and critical issues.
- Draft correspondence, analyze data, compile reports, and prepare presentations to assess team performance and needs.
- Assist the Chief of Capital Program Management with other related tasks, high profile projects, and special assignments.

**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, sociology, human resources development, political science, urban studies or a closely related field; or
2. A baccalaureate degree from an accredited college 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; in management or methods analysis, operations research, organizational research or program evaluation; 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, or fiscal management; or in a related area.

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.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

**PREFERRED SKILLS/QUALIFICATIONS**

Preferred applicants must have taken the Staff Analyst civil service examination (Exam No. 0150) or currently serving in the title permanently.

1. Experience in project management, procurement, construction or construction-related services, or professional, technical or administrative experience in contract management.
2. Excellent organizational, interpersonal, customer service and presentation skills.
3. Ability to multi-task and work in a fast paced environment.
4. Proficiency in Microsoft Word, Excel, and Access.

**To apply, submit resume and cover letter with JVN to:**

Personnel – Recruitment  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Fax: (917) 849-6490  
Attention: JVN# 846-11-010307  
Notice to Parks applicants – include your ERN on all correspondence.

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS &  
RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 07/23/10

POST UNTIL: 08/06/10

JVN: 846/11/010307

NOTE: All resumes must be received no later than the last day of the posting period.