

**The City of New York  
DEPARTMENT OF HOMELESS SERVICES  
CITYWIDE JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Associate Staff Analyst  1 Position Title Code No. 12627	<b>SALARY:</b>  Hiring Rate: \$55,044.00 Maximum: \$81,961.00
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<b>OFFICE TITLE:</b> Emergency Preparedness Planner	<b>LOCATION:</b> 101-07 Farragut Road BROOKLYN, NY
<b>UNIT:</b> Emergency Preparedness & Operations <b>DIVISION:</b> Shelter Security Management	<b>SHIFT:</b> TBD

**JOB DESCRIPTION:**

The NYC Department of Homeless Services (DHS) seeks an Associate Staff Analyst to serve as an Emergency Preparedness Planner. The incumbent will be responsible for operational development of the CSP (Coastal Storm Plan) Sheltering Plan, other citywide shelter planning initiatives and/or working on planning projects that further DHS' agency preparedness. S/he will assist on projects such as development of protocols and procedures for emergency sheltering, information management system development, and training and exercises. The incumbent will be expected to work non-business hours during emergencies, serve as a member of a rotating on-call response team, and may be assigned to represent DHS during activations of the Emergency Operations Centre (EOC) at the Office of Emergency Management.

Further Background: In June, 2006, Mayor Bloomberg and the Office of Emergency Management (OEM) unveiled the City's revised Coastal Storm Plan (CSP)-the plan that will be used to respond to any coastal storm that may impact the City. In the wake of Hurricane Katrina, the Mayor vowed that New York would be ready to handle such a disaster in the event a hurricane was to hit NYC. DHS assisted OEM with the emergency shelter planning components of the CSP, but now has been tasked to lead many of the planning initiatives necessary to ensure that the Emergency Shelter system is robust and operational. Due to this new agency responsibility, DHS is currently developing the Emergency Preparedness and Operations Unit, housed within the Division of Security. This unit will manage all major agency-wide emergencies, citywide coastal storm sheltering emergencies, and associated emergency planning activities.

**PREFERRED SKILLS:**

**MINIMUM 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 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, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, 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.

**New York City residency is required  
D.H.S. is an Equal Opportunity Employer**

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

**TO APPLY FOR CONSIDERATION, PLEASE SEND TWO COPIES OF A COVER LETTER INDICATING POSTING NUMBER AND TWO (2) RESUMES TO:**

**SUBMISSION OF APPLICATION IS  
NOT A GUARANTEE THAT YOU  
WILL RECEIVE AN INTERVIEW**

Department of Homeless Services  
Recruitment Coordinator  
33 Beaver Street - 12th Floor  
New York, NY 10004

**OR E-MAIL YOUR COVER LETTER AND  
RESUME TO: [dhsjobs@dhs.nyc.gov](mailto:dhsjobs@dhs.nyc.gov)**

**DATED: June 30, 2008**

**POST UNTIL: July 15, 2008**

**POSTING NUMBER: DHS 071-08-1940-1685 C**