

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

CIVIL SERVICE TITLE: Associate Staff Analyst 1 Position Title Code No. 12627	SALARY: Hiring Rate: \$51,396.00 Maximum: \$76,527.00
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OFFICE TITLE: Internal Planning Specialist

UNIT: Emergency Preparedness & Operations Unit

DIVISION: Shelter Security Management

LOCATION: 101-07 Farragut Road
Brooklyn, NY

SHIFT: Mon-Fri 10 AM-6 PM

JOB DESCRIPTION:

The NYC Department of Homeless Services (DHS) seeks one Associate Staff Analyst to serve as the Internal Planning Specialist within the Emergency Preparedness and Operations Unit. While reporting to the Deputy Director, the incumbent will be responsible for the development and implementation of internal agency all-hazard plans and coordination of division emergency functions, including those in support of the Coastal Storm Plan (CSP). S/he will work on creating emergency protocols, assist in the development of an incident management system, and develop and maintain DHS's emergency volunteer corps. Additionally, the incumbent will be expected to work during shifts outside of normal business hours during emergencies, and may be assigned to represent DHS during activations of the City's 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:

1. Strong written and oral communications skills;
2. Strong ability to analyze, evaluate, and manage program operations;
3. Knowledge of and experience in applying the concepts, theories, principles and practices of emergency management;
4. Highly proficient with MS programs (including Word, Excel, PowerPoint, and Visio).

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, 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; or
3. A combination of education and/or experience equivalent to (1) or (2). All candidates who qualify under (1) or (2) above must possess a baccalaureate degree from an accredited college.

**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:

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

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

DATED: April 3, 2007

POST UNTIL: Until Filled

POSTING NUMBER: DHS 071-07-1939-1333 C