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DEPT OF ENVIRONMENT PROTECTION
Job Posting Notice

Job Details

Job ID:	277486	# of Positions:	1	
Business Title:	Policy Analyst			
Civil Service Title:	CITY RESEARCH SCIENTIST	Title Code No:	21744	Level: 01
Title Classification:	Non-Competitive			
Job Category:	Policy, Research & Analysis			
Career Level:	Experienced (non-manager)	Proposed Salary Range:	\$ 59,708.00 - \$ 72,246.00 (Annual)	
Work Location:	59-17 Junction Blvd Corona Ny			
Division/Work Unit:	Green Infrastructure			

Job Description

The NYC Department of Environmental Protection (DEP) protects public health and the environment by supplying clean drinking water, collecting and treating wastewater, and reducing air, noise, and hazardous materials pollution. DEP is the largest combined municipal water and wastewater utility in the country, with nearly 6,000 employees. We deliver 1.1 billion gallons of high quality drinking water per day to 8.3 million New York City residents and more than 1 million people in Upstate New York, and we collect and treat an average of 1.3 billion gallons of wastewater per day.

The Bureau of Environmental Planning and Analysis (BEPA) is currently seeking a City Research Scientist to work as Policy Analyst in the Integrated Water Management Unit to support the development of various demand management, resilience and stormwater management projects and programs. The Policy Analyst will work under the supervision of senior managers to collect, analyze and integrate relevant data and research from various sources and to create maps and perform analyses using statistical techniques, environmental, demographic and geographical databases, and surveys. He/she will assist on a variety of technical, administrative and quantitative duties and conduct research and data collection to support agency planning efforts, and will assist with coordination with operational Bureaus and interagency teams.

The selected candidate will work with agency staff to develop education and outreach materials, presentations, talking points and written interpretive findings of analyses related to demand management, resilience and stormwater management implementation that promote innovative solutions. He/she will also assist in managing contracts including developing RFPs; reviewing schedules, reports and orders prepared by consultants, contractors and agencies to ensure conformance with project intent and completion dates; assist in drafting annual reports and other publications on technical and policy issues; assist in development and implementation of various water rate studies; and support other large projects under the direction of Sustainability/BEPA senior managers.

The ideal candidate is expected to conduct quantitative analysis, support public outreach programs, work as a team member of large complex projects under the direction of multiple senior managers, prepare and coordinate preparation of reports, or similar tasks assigned by the managers. They will also assist in the management of work by consultants supporting BEPA on various projects.

In addition to duties described, a significant portion of time will be dedicated to managing the Water Demand Management Planning and Analysis contract, including consultant management, scope development, deliverables quality assurance, meetings and agendas.

Minimum Qual Requirements

- For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health. To be appointed to Assignment Level II and above, candidates must have:
 - A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
 - A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
 - Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

NOTE:

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

Preferred Skills

The ideal candidate will have experience in the field of water resources planning, with competency in stormwater planning, demand management, and policy analysis. The successful candidate will function in a support role to senior managers on a number of technical, administrative, budgetary, and long-range planning tasks. This position will be part of a highly dynamic team working on a range of complex tasks simultaneously. The most suitable candidate would also possess the following skills:

- Knowledge and practical application of quantitative statistical analysis and geographical data interpretation methods;
- Strong analytical skills, with attention to detail
- Excellent written and oral communication skills
- Proficiency in Geographic Information System (ArcGIS)
- Ability to prioritize and perform multiple tasks under strict deadlines
- Team player, able to work with multiple senior managers and staff teams to help achieve the strategic vision of the Department.

Additional Information

DEP is an equal opportunity employer with a strong commitment to the diversity of our organization and workforce. Your voluntary response to the NYCAPS on-line application section for referral information will assist us tremendously in our ability to track the success of our outreach and recruitment efforts. Please be sure to indicate your source of referral to this job.

To Apply

To apply click "Apply Now"

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.

POSTING DATE: 01/09/2017

POST UNTIL: Until Filled

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