



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Staff Analyst Trainee	Title Code # 12749
OFFICE TITLE Staff Analyst Trainee	SALARY \$35,538 - Minimum salary for full-time employees \$40,869 - Maximum salary for full-time employees
BUREAU/DIVISION/UNIT Management Analysis & Planning / Management Analytics & Reporting	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

Under supervision with some latitude for independent initiative and judgment the staff analyst trainee will receive training in and assists in professional and/or administrative work of ordinary difficulty and responsibility in the areas of preparation of administrative, procedural and operational studies and analyses concerning the agency's organization and operations and personnel administration. Utilizes computers in the performance of these duties. Typical tasks include; preparation of staffing and deployment proposals using statistical analyses and cost effective techniques to make recommendations. Collects, organizes, analyzes, interprets, and presents data relative to economic or operational problems of the agency. Prepares and conducts management studies and surveys or administrative, procedural and operational analyses including the evaluation of organizational structures, policies, programs, projects, procedures and operations using quantitative analyses, cost analysis and other research techniques.

QUALIFICATION REQUIREMENTS:

1. For Appointment to Salary Step 1:
A baccalaureate degree from an accredited college.
2. For Appointment to Salary Step 2:
Completion of 1 year of satisfactory service at Step 1.

PREFERRED SKILLS:

Expertise in Excel (Dashboards & Data Modeling), MS Project, Word, Access, SQL, and SPSS, or a similar Statistical package. Excellent writing and communication skills.

ONLY PERMANENT STAFF ANALYST TRAINEES AND APPLICANTS WHO PASSED EXAM #4060 FOR STAFF ANALYST TRAINEE WILL BE CONSIDERED.

NOTE: New York City residency is 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 APPLY:

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.
CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID # 184057 .

DATED: February 18, 2015

***POST UNTIL*:** March 6, 2015

The Fire Department is an Equal Opportunity Employer.