

**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION  
HUMAN RESOURCES  
POSITION DESCRIPTION**

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
Assistant Planning-Scheduling Analyst	039660	Unavailable	6/23/97	6/23/86

**Purpose of Position:**

Under direct supervision collects, assembles, and prepares data for planning scheduling control of capital projects and for use in Management Information Systems.

**Examples of Typical Tasks:**

1. Collects and sorts project time status and cost data.
2. Maintains project files and data banks and assists in the compilation of information to update project schedules and cost reports, including preparation of computer inputs.
3. Performs research involving the accumulation and classification of management information for studies in order to make recommendations for improvements in departmental efficiency and performance.
4. Prepares data extracts, statistical summaries, costs and summarizes project status output.
5. Assists in preparation of studies and reports, and prepares analysis.

**Qualification Requirements:**

1. A baccalaureate degree from an accredited college or university; or
2. Associate degree with two (2) years of paid experience in responsible clerical functions; or
3. An equivalent combination of training, education and experience.

**Direct Line of Promotion:**

**From:** None

**To:** To be determined