



The Office of Collective Bargaining

OFFICE OF COLLECTIVE BARGAINING

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IMPARTIAL MEMBERS

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PAMELA S. SILVERBLATT

LABOR MEMBERS

CHARLES G. MOERDLER
VACANT

August 10, 2015

NOTICE OF FILING OF PETITION

This notice acknowledges that the New York City Office of Collective Bargaining is in receipt of the petition described below:

DATE: August 5, 2015 **DOCKET #:** AC-1611-15

FILED: Petition to Amend Certification

DESCRIPTION: OSA seeks to add the following titles to Certification No. 3-88, the Staff Analyst Bargaining Unit.

TITLES:

- Confidential Strategy Planner (NYCERS) (Title Code No. 54736)
- Confidential Strategy Planner (HRA) (Title Code No. 54737)
- Confidential Strategy Planner (DOT) (Title Code No. 54738)
- Confidential Strategy Planner (DCAS) (Title Code No. 54739)
- Confidential Strategy Planner (Comptroller) (Title Code No. 54740)
- Confidential Strategy Planner (ACS) (Title Code No. 54741)
- Confidential Strategy Planner (Kings County DA) (Title Code No. 54742)
- Confidential Strategy Planner (HMH) (Title Code No. 54743)
- Confidential Strategy Planner (Finance) (Title Code No. 54744)
- Confidential Strategy Planner (DoITT) (Title Code No. 54745)
- Confidential Strategy Planner (HPD) (Title Code No. 54746)
- Confidential Strategy Planner (DOE) (Title Code No. 54747)

PETITIONER: Organization of Staff Analyst
220 East 23rd Street, Suite 207
New York, NY 10010

EMPLOYER: The City of New York, represented by the Office of Labor Relations
40 Rector Street, 4th Floor
New York, NY 10006

CONFIDENTIAL STRATEGY PLANNER (NYCERS)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (NYCERS) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (HRA)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (HRA) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (DOT)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (DOT) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (DCAS)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (DCAS) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (COMPTROLLER)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner, Assistant Commissioner or equivalent positions in non-mayoral agencies to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (COMPTROLLER) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (ACS)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Agency's Executive Team, to translate agency policies and create programs within child protection, permanency, preventive and support, child welfare and practice, child care/head start, Universal Pre K, EarlyLearn NYC, secure and non secure detention youth and family development, youth and family justice, court services and transportation/MCCU, Family Assessment Program (FAP), Person's In need of Supervision (PINS,) diversion, Close to Home, Operation SAFE, policy development and program planning, communications and intergovernmental and interagency affairs of information technology services or other agency areas to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in the Division of Policy, Planning and Development, and coordinates and executes projects for all of the programs within the agency.

Participates in professional child welfare and family and youth justice conferences, meetings, seminars, workshops with state, city officials and provider agency representatives, professional seminars, etc. on the planning and development of strategic projects. Drafts proposals and creates timelines using current and cutting edge project management technology for use by the agency head, and other agency officials.

CONFIDENTIAL STRATEGY PLANNER (ACS)

Examples of Typical Tasks (Continued)

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key child welfare and family and youth justice initiatives.

Uses current and cutting edge software and data bases to track projects and to perform complex quantitative/metrics and qualitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

Works on high level and confidential projects and assignments as required.

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (KINGS COUNTY DA)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (KINGS COUNTY DA) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (HMH)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

CONFIDENTIAL STRATEGY PLANNER (HMH) (continued)

Examples of Typical Tasks (continued)

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (Finance)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (Finance) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (DoITT)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner or Assistant Commissioner to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (DoITT) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (HPD)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for the Deputy Commissioner, Assistant Commissioner or equivalent positions in non-mayoral agencies to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (HPD) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.

CONFIDENTIAL STRATEGY PLANNER (DOE)

Duties and Responsibilities

This class of positions encompasses professional and responsible consultative and/or administrative work. Under administrative direction of an agency executive, with wide latitude for the exercise of independent initiative and judgment, researches, creates, plans and implements new and innovative agency initiatives, policies, strategic plans and goals. All personnel perform related work. Oversees and coordinates the work for assigned projects, such as the following:

Examples of Typical Tasks

Prepares materials for a Deputy Chancellor or Senior Executive to translate agency policies and creates programs to achieve the agency's strategic goals.

Defines, coordinates, plans and implements agency initiatives. Sets goals and milestones for implementation of assigned projects.

Provides leadership, coordination and oversight to agency personnel and advisers in planning, coordinating and executing projects.

Participates in conferences, meetings, seminars, etc., on the planning and development of strategic projects. Writes up proposals and timelines.

Recommends new procedures and/or revises current ones; proposes and substantiates the need for new and revised agency standards and guidelines related to key agency initiatives.

Uses computers to track projects and to perform complex quantitative analysis necessary for recommendations and monitoring of agency performance. Prepares summary reports comparing Agency performance to stated goals and objectives.

Establishes and maintains cooperative relationships with agency executive personnel.

CONFIDENTIAL STRATEGY PLANNER (DOE) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.