

**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>
Planning - Scheduling Analyst	039670	12/2/97		

Purpose of Position:

Under supervision, participates in the development and maintenance of Management Information Systems and engages in special and general management studies regarding programs and projections.

Examples of Typical Tasks:

1. Prepares typical logic diagrams, determines appropriate activity duration for erection and formulization of projects schedules in assigned area of responsibility.
2. Acquires project status data and other related project progress information.
3. Updates and maintains project schedules and cost data banks, including preparation of inputs.
4. Analyzes and summarizes computer outputs to quantify delays, and identify special problems.
5. Prepares management studies to analyze and make recommendations toward improving efficiency of the organization which efforts include time and cost data, research, analysis and summarization.

Qualification Requirements:

1. A baccalaureate degree from an accredited college or university; and
2. One (1) year of progressively responsible experience in phases of capital project implementation process; or
3. A satisfactory equivalent of training, education and experience.

Direct Line of Promotion:

None. This class of positions is in the non-competitive class.