

**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>
Senior Planning-Scheduling Analyst	039680	12/29/95	1/16/96	

**Purpose of Position:**

Under general supervision, develops and maintains time and cost management information system to assist Capitals Planning and Implementation Organization in planning, scheduling, control and evaluation of projects, programs and operations.

**Examples of Typical Tasks:**

1. Develops for each project, on its inception of a project schedule for review and approval of Project Managers or other Departments according to proto-typical or otherwise modified standards.
2. Reviews project control estimates and applies man hour or monetary values to schedule activities to derive schedule curves for master project schedules.
3. Assists in training Departmental personnel and other organizational units in use of planning, scheduling and systems techniques for project control.
4. Assists staff and Project Managers in solving their internal scheduling and control problems and to improve related procedures.
5. Analyzes engineering, drafting, progress, material equipment, shipment and construction reports to determine on targets with respect to time and cost schedules.
6. Makes recommendations for revisions in planning and project schedules in light time and cost requirements, including efficiency analysis and pin-pointing of specific and general problems.
7. Monitors and reports on project progress and cost and maintains management information system.

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**Examples of Typical Tasks (continued):**

8. Participates in preparation of short or long range budget forecasts and conducts special studies and reports with reference to improvements of functional efficiency and capital-related divisions of the corporation.

**Qualification Requirements:**

1. A Baccalaureate Degree from an accredited college or university in Management, Business Administration, Engineering or approved related programs; and

Four years of responsible experience in the field of construction or engineering including one year in development of application of management information systems or one year in the field of capital program administration, implementation or management studies or analysis; or

2. A satisfactory equivalent of education, training and experience.

**Direct Line of Promotion:**

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