

STRATEGIC INITIATIVE SPECIALIST (NC-HRA)

Duties and Responsibilities

Under executive direction, with broad latitude for independent action or decision, serves as a strategic initiative specialist to the Director of Policy & Economic Research (HRA), in the performance of highly difficult/complex policy and economic analysis, as it relates to the provision of social services, or to the Director of Administration (HRA Special Services) in the area of Domestic Violence and Emergency Intervention Services or other individuals experiencing crisis situations, or to the Director of Information Services (DSS) in the performance of highly specialized technical/professional work in HRA's primary information technology area; performs related work.

Examples of Typical Tasks

Provides to the Office of the Commissioner, Commissioner's cabinet executives, Mayor's Office of Operations, and other oversight agencies/offices, critical statistics and data analyses relating to New York City's public and cash assistance programs.

Utilizes specialized professional expertise to assess and make recommendations to improve existing emergency shelters and social services programs for individuals victimized by domestic violence and or crisis situations, needing emergency intervention and assistance.

Performs specialized programmatic activities, enhancing the technology infrastructure and computer applications that are in place, to support the present and future business requirements of all programs and functional areas within the Agency.

Participates in the formulation of department plans, policy and procedures, proposing and creating strategic initiatives to improve service delivery and program operations.

Utilizes the latest economic research tools, developing consistent and reliable means and methods for the entire Agency in the examination and tabulation of data, analysis and reports.

Demonstrates expertise in developing indicators that measure and report on the Agency's goals, objectives and delivery of services.

STRATEGIC INITIATIVE SPECIALIST (NC-HRA) (continued)

Examples of Typical Tasks (continued)

Explores the latest technology, to maximize and improve the ability to deliver timely and quality services to social service recipients, as well as obtain cost saving benefits.

Provides critical data needed for the formulation of departmental plans, policies and procedures having an economic impact.

Provides expert technology guidance and training to incumbents working with other HRA Departments to define, coordinate and plan their information technology needs.

Qualification Requirements

1. A baccalaureate degree and two (2) years of responsible full-time paid experience in one or more of the fields of: information technology, methods analysis, operations research, systems analysis, financial administration, cost effectiveness, or fiscal and economic program or design evaluation; or
2. A satisfactory equivalent of education and experience. However, all candidates must possess at least one year of the experience as described under "1".

Lines of Promotion

None. This position is classified in the Non-Competitive Class.