

City of New York
CONFLICTS OF INTEREST BOARD
Job Posting Notice

Civil Service Title: COMMUNITY COORDINATOR	Level: 00
Title Code No: 56058	Salary: \$54,100.00/\$62,215.00-\$80,000.00 Frequency: ANNUAL
Title Classification: Non-Competitive	
Business Title: SENIOR ANALYST	Work Location: 2 Lafayette St., N.Y.
Division/Work Unit: Conflicts of Interest Board	Number of Positions: 1
Job ID: 485884	Hours/Shift:
<p>As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.</p> <p style="text-align: center;">Job Description</p> <p>The New York City Conflicts of Interest Board is seeking a Senior Analyst for its Annual Disclosure Unit. The Annual Disclosure Unit is responsible for administering and enforcing the City's annual disclosure law (Administrative Code Section 12-110). Under the supervision of the Director of Annual Disclosure, the Senior Analysts responsibilities will include: communicating, orally and in writing, with required filers and agency liaisons about the annual disclosure requirements and the electronic filing system; working with the City's Department of Information Technology and Telecommunications to maintain and improve the electronic filing system; training agency liaisons; reviewing annual disclosure reports for completeness and content; preparing annual disclosure reports for public release in accordance with the law; evaluating privacy requests, waiver requests, and appeals by required filers; assessing and tracking penalties for non-compliance; drafting correspondence to required filers to communicate Board determinations; working with the City's Campaign Finance Board and Board of Elections on candidate disclosure requirements; and maintaining records to track progress and compliance. Additional duties include, but are not limited to, handling special projects and research assignments as instructed by the Director. The Senior Analyst must have excellent oral and written communications skills, exceptional organizational skills, and demonstrate meticulous attention to detail. The Senior Analyst will be expected to work both independently and collaboratively within the unit. The Senior Analyst must possess the maturity, discretion, and judgment necessary to handle highly confidential materials.</p> <p style="text-align: center;">Minimum Qualification Requirements</p> <ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above. <p style="text-align: center;">Preferred Skills</p> <p>Strong computer and technical skills, including proficiency with Adobe Acrobat, PowerPoint, Microsoft Office, Word, and Excel, as well as substantial experience with online databases and applications. The ideal candidate will have knowledge of and an interest in the work of the New York City government.</p> <p style="text-align: center;">Residency Requirement</p> <p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p> <p style="text-align: center;">To Apply</p> <p>Please submit your cover letter and resume electronically using one of the following methods: For City employees, go to Employee Self-Service (ESS) - www.nyc.gov/ess - click on Careers and search for Job ID #485884. For all other applicants, go to www.nyc.gov/careers/search and search for Job ID #485884.</p>	
Posting Date: 09/23/2021	Post Until: Filled

The City of New York is an Equal Opportunity Employer