

# Analyst- Strategic Operations and Policy, Office of Development

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## About the Agency:

The New York City Department of Housing Preservation and Development (HPD) promotes quality and affordability in the city's housing, along with diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health
- We create opportunities for New Yorkers through housing affordability
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of "Housing Our Neighbors: A Blueprint for Housing and Homelessness," Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed \$5 billion in new capital funding, bringing the 10-year planned investment in housing to \$22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

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## Your Team:

The Office of Development (OOD) leads the agency's effort to create and preserve affordable housing as a critical part of [Housing Our Neighbors: A Blueprint for Housing and Homelessness](#) in collaboration with other HPD offices as well as other city, state and federal agencies. The OOD is comprised of seven divisions that administer a range of programs. These divisions include New Construction Finance, Special Needs Housing, Building and Land Development Services (BLDS), Homeownership Opportunities and Preservation, Preservation Finance, Compliance and Enforcement and Housing Incentives.

The Executive Operations and Policy Team oversees fiscal, operational and policy functions that impact and support all seven OOD divisions, and aims to ensure information is shared across teams, hiring and staff support are coordinated with HR across divisions, development-related processes are efficient and streamlined, and the OOD's perspective is considered in agency policies. The team works alongside the Deputy Commissioner of Development, and is composed of three core functions:

1. Fiscal Management
2. Staff Support & Training
- 3. Strategic Operations & Policy**

## Your Impact and Role:

As an Analyst within the Executive Operations and Policy team, you will report to the Director of Strategic Operations and provide support to OOD-wide operational needs, collaborating with OOD leadership and staff on a variety of projects, analyses and issues impacting their teams. The team's goals are to streamline resources and improvements in order meet the Administration's goal of prioritizing "people over paper" by reducing unnecessary administrative burdens and improving existing processes for both internal staff and external partners. Examples of the types of projects that this position may support or lead include:

- Streamlining the Development Sponsor Review process to reduce burdens on OOD program and review staff
- Compile and track technology requests and needs across OOD teams and prioritize and communicate needs to HPD Tech and program partners while ensuring the right stakeholders are at the table.
- Integrate Asset Management ratings and feedback into intake process and development pipeline
- Integrate Equitable Development Data Tool information into intake and proposal analyses used across the OOD, in collaboration with Planning.
- Support a program's expansion or reorganization in a particular OOD division through strategic analyses, and drafting recommendations that consider resource needs, timing, and policy objectives.
- Develop and share templates, tools, and training for updated OOD policies and processes.
- Determine training needs of OOD staff and identify training resources or programs to implement.

**Your Responsibilities:**

The Analyst position requires a candidate with excellent personal communication, analytical and leadership skills, and a demonstrated capacity for tracking and advancing multiple work streams at once. Candidates must be comfortable utilizing Microsoft 365, including SharePoint Online and should be comfortable employing shared drive / OneDrive capabilities in order to facilitate collaboration and coordination across teams.

In addition to these technical skills, candidate should be able to maintain strong working relationships with colleagues across the OOD and agency, have a clear understanding of the real estate development process and be able to demonstrate operational and strategic thinking. Key responsibilities include but are not limited to:

- Managing a portfolio of operational projects for the OOD, focusing on pain points identified by OOD teams
- Collaborating with the ED, Chief of Staff and OOD teams to ensure proposals meet the needs of HPD teams and program partners
- Facilitating operations and process design to support [Housing Our Neighbors: A Blueprint for Housing and Homelessness](#).
- Representing the ED at meetings as needed.
- Other duties as required to assist the Executive Director of Operations and Policy and Deputy Commissioner of Development.

**Preferred skills**

- Significant experience in affordable housing development, community development, planning or public administration, or a related area is strongly preferred.
- Skilled using Microsoft SharePoint, Excel, and remaining Microsoft Office Suite.
- Excellent analytical, writing, interpersonal, and organizational skills
- Familiarity with business process analysis and theories of change
- Familiarity with human resources and operations management
- Commitment to agency's diversity, equity, and inclusion goals
- Candidates should have strong organizational skills and the ability to perform complex tasks with limited supervision, as well as demonstrated ability to meet deadlines and manage multiple projects in a timely manner.

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**How to Apply:**

Please go online and apply at [www.nyc.gov/careers](http://www.nyc.gov/careers) . Search for **JOB ID# 556217**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 556217**

**Salary range for this position is: \$60,000-\$70,000**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency required**