



## **Data Analyst for the Division of Asset Management**

### **About the Agency:**

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners.

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### **Your Team:**

The Office of Asset and Property Management (APM) leads the agency's effort to protect the City's affordable housing investment and ensure that these properties remain affordable and both financially and physically viable over the long-term. APM actively monitors the performance and regulatory compliance of City-sponsored projects and City-supervised Mitchell Lama projects, and also manages the City-owned inventory of properties.

APM includes the Divisions of Asset Management, Property Management & Client Services, Housing Supervision, Housing Opportunities & Program Services, and Co-op Readiness & Technical Services.

The Division of Asset Management is responsible for ensuring the longevity and affordability of units the agency has created and preserved. Its programs are geared to proactively identify at-risk buildings and portfolios and to stabilize struggling and mismanaged assets. The Division tracks information on the physical and financial condition of properties, as well as oversees compliance with regulatory agreements ensuring affordability. Working with owners, partners, and HPD's Office of Development, the Division helps reposition projects using a variety of approaches including financial assistance, changes in property management and/or ownership.

### **Your Impact:**

As a Data Analyst in the Tax Credit and HOME Compliance Unit (within the Division of Asset Management), you will be responsible for assisting analysts and supervisors with monitoring for regulatory compliance a portfolio of properties that received tax credit and/or HOME assistance through HPD. You will assist with: (i) the Annual Owner Certification (AOC) process for income and rent monitoring; and (ii) Housing Quality Standards (HQS) monitoring. In addition, you will manage the Access database used to track all projects monitored by the Unit and serve as the primary point of contact for owners and property managers who submit rent rolls for their properties through HPD's e-Rent Roll portal.

### **Your Role:**

Under general supervision, you will work directly with property owners and managers and other internal and external partners to request and review compliance submissions; maintain the database used to track owners' noncompliance issues; and coordinate and assist owners and managers with e-Rent Roll submissions. You will monitor Access database for proper performance, manage backups and recovery and make system updates.

### **Your Responsibilities:**

Day-to-day responsibilities will include:

- Assisting with AOC and HQS mailings and sorting AOC submissions
- Coordinating directly with the Division of Code Enforcement regarding inspections and communicating regularly with owners
- Regularly updating status reports relating to AOC submissions, HQS inspections and incidents of noncompliance.
- Researching new projects for entry in the Unit's Access database
- Inputting data, running queries, and preparing database reports

**The Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.**

- Performing regular required updates and maintenance of the database
- Assisting owners and managers with e-Rent Roll submissions; identifying and correcting users' upload errors; coordinating with HPD IT to correct e-Rent Roll system issues

**Required skills:**

- Knowledge and experience working with Microsoft Excel and Microsoft Access database including creating queries and generating reports. Knowledge and experience working with SQL queries, SAP Crystal Reports and Word is preferred.

**How to Apply:**

Please go online and apply at [www.nyc.gov/careers](http://www.nyc.gov/careers) . Search for **JOB ID# 530222**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 530222**

**Salary range for this position is: \$54,100 - \$62,215**

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

**NYC residency **required****