The New York City Department of Health and Mental Hygiene (DOHMH) is a world-renowned agency with a long tradition of protecting and promoting health in the nation’s most culturally and linguistically diverse city. Our 7,000-plus team members bring an extraordinary array of languages, cultures and experiences to bear on the work of public health. Our diversity fuels creativity, because all perspectives are heard and valued. DOHMH aims to improve the health outcomes of all New Yorkers by combating racial inequities, promoting social justice, and capacity building.

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

--Advise the Commissioner and Chief Operating Officer on matters related to the fiscal health the agency.

--Oversee the Division of Finance’s 200+ employees and ensure financial transparency to inform overall Agency financial decisions via the enhancement of financial services and compliance activities to reduce risk, strengthen internal controls and increase operations efficiency.

--Advise and support all Agency divisions and programs on matters pertaining to funding, expenditures, reductions, and new needs; direct analyses on program efficiencies with the use of financial resources; and make managerial decisions in line with enhancing financial and process efficiencies and increasing productivity.

--Ensure the maximization of agency-wide resources by closely monitoring PS and OTPS budgets at the divisional level; oversee training and professional development with the goal to strengthen knowledge of operating procedures; manage the Agency’s Capital budget, and ensure appropriate financial controls are in place and adhered to.

--Clearly identify the budget allocation of internal and external funding sources; issue standardized fiscal operating policies and procedures; ensure compliance with citywide and oversight regulations and guidelines; provide agency-wide training on the effective use of financial resources; and automate financial tools for clear and meaningful data reporting.

--Manage the financial and contractual relationship with various oversight Agencies, including, but not limited to the Office of Management and Budget (OMB), the Office of the Comptroller, the Mayor’s Office of Contracts (MOCS); and various governmental counterparts at the State and Federal levels, including the State Offices of Mental Hygiene and the New York State Department of Health.

--Lead the agency in preparing for and testify at the annual City Council budget hearings and other testimonies as necessary.

--Oversight of the Agency’s contracting and purchasing processes for over $1.2 billion in contracted and purchased goods and services.

--Ensure procurements comply with City Charter and Citywide regulations.

--Ensure agency’s commitment to equity is applied throughout the financial systems, such as in service allocations, budget negotiations, and new needs requests.

--Analyze current procedures and implement strategies to streamline contract and procurement workflow.

--Participate in various citywide, State and Federal health policy organizations conferences, associations, and board activities.

--Represent the agency at external meeting with City Hall, elected officials, community-based organizations and others.

**Minimum Qual Requirements**

1. A master’s degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**Additional Information**

**IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver’s license.

- Proof of Education according to the education requirements of the civil service title.

- Current Resume

- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting’s “Minimum Qualification Requirements” section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.
If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

**LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program’s other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

“FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL”

To Apply

Apply online with a cover letter to https://a127-jobs.nyc.gov/. In the Job ID search bar, enter: job ID number # 428861.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

The NYC Health Department is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, people with disabilities, veterans, women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.

**Residency Requirement**

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.

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