

Job Description

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DEPT OF HEALTH/MENTAL HYGIENE
Job Posting Notice
Job Details

Job ID:	275949	# of Positions:	1	
Business Title:	Project Manager, Healthy Living Unit, Bureau of Chronic Disease Prevention and Tobacco Control			
Civil Service Title:	CITY RESEARCH SCIENTIST	Title Code No:	21744	Level: 02
Title Classification:	Non-Competitive			
Job Category:	Health, Policy, Research & Analysis			
Career Level:	Experienced (non-manager)	Proposed Salary Range:	\$ 70,286.00 - \$ 88,213.00 (Annual)	
Work Location:	42-09 28th Street			
Division/Work Unit:	Chronic Disease Prevention			

Job Description

The Project Manager will play a key role in developing and implementing strategies to promote healthy eating in New York City, such as the National Salt Reduction Initiative and MenuStat.org.

This position will be housed within the Healthy Eating unit in the Bureau of Chronic Disease Prevention and Tobacco Control. The bureau spearheads programs and initiatives to reduce the burden of chronic diseases and to address the underlying risk factors that lead to them, such as poor nutrition, physical inactivity and tobacco use. The Bureau promotes healthful environment and systems changes and develops programs and policies that promote physical activity, healthy eating and smoking cessation. The Bureau also develops innovative strategies to convey important health messages to the public.

The Project Manager reports to the Director of Healthy Eating Initiatives, and will be a key team member in supporting the Healthy Eating unit's strategy to prevent diet-related risk factors for chronic disease.

Duties include but are not limited to:

- Evaluate MenuStat and National Salt Reduction Initiative (NSRI) packed Food databases.
- Coordinate the NSRI, including planning regular conference calls for coalition, identifying opportunities for collaboration, research, and analysis, and managing the budget.
- Manage public facing elements of MenuStat.org, a surveillance tool used by researchers, evaluators, among others, including relations with data collection vendor.
- Write and develop materials as needed, including research papers, reports, issue briefs, formal comments, scientific reports, and material development.
- Coordinate special projects related to sodium, fruits and vegetables, trans fats, and added sugar as needed.
- Maintain records and prepare reports.
- Keep abreast of nutrition research, provide research updates at unit meetings, mentor staff that facilitate journal club meetings.
- Act as a liaison and representative to government agencies, draft correspondence, answer inquiries, and making presentations.
- Perform other tasks assigned by the department, including supporting the Assistant Commissioner's office on cross division projects and supporting efforts to better integrate prevention and primary care programming and policies.

Minimum Qual Requirements

1. For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

NOTE:

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

Preferred Skills

- Master's degree in public health, public policy, or public administration preferred.
- Skilled in handling manage multiple tasks and work independently with organizational skills, creative thinking, and follow through clearly demonstrated.
- Ability to translate and present nutrition data clearly and effectively to internal and external stakeholders.
- Knowledge of and proficiency in the Microsoft Suite, including PowerPoint.

Additional Information
****IMPORTANT NOTE 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:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>

In the Job ID search bar, enter: job ID #: 275949

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

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.

POSTING DATE: 12/19/2016

POST UNTIL: Until Filled

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