

**City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$45,000 – \$55,000
<b>Office Title:</b> Data Analyst	<b>Work location:</b> New York, NY
<b>Division/Work Unit:</b> Background Intelligence Unit/ Audit	<b>Number of Positions:</b> 1
<b>Job Description</b>	
<p>Under supervision, the Data Analyst will assist with background investigations and audit of applicants who are seeking public wholesale market and commercial waste removal licensure and registration, as well as conduct intelligence research to aid in criminal and civil investigations.</p> <p>The candidate must have experience in the use of proprietary databases, collecting and analyzing intelligence data and research information, and preparing detailed reports.</p>	
<b>Qualification Requirements</b>	
<p>1. A four year high school diploma or its educational equivalent and three years of full-time, satisfactory experience in activities related to duties described above; or</p> <p>2. A baccalaureate degree from an accredited college.</p> <p>3. <b>NYC residency required within 3-months of appointment.</b></p>	
<b>Essential Skills</b>	
<ul style="list-style-type: none"> <li>• Strong written and oral skills</li> <li>• Knowledge of proprietary databases</li> <li>• Experience and knowledge of the criminal justice system</li> <li>• Knowledge of organized crime</li> <li>• Ability to work in a collaborative environment</li> <li>• Strong analytical skills required</li> <li>• Must be self-motivated</li> <li>• Excel/Access Database</li> </ul>	
<p>To apply, please submit your cover letter and resume with the <b><u>JVN NUMBER</u></b> in the subject line to:</p> <p style="text-align: center;"><a href="mailto:hresources@bic.nyc.gov">hresources@bic.nyc.gov</a></p> <p style="text-align: center;"><b><u>and</u></b></p> <p style="text-align: center;"><b>City employees:</b> <a href="https://a127-ess.nyc.gov/psp/prdess/?cmd=login">https://a127-ess.nyc.gov/psp/prdess/?cmd=login</a></p> <p style="text-align: center;"><b>Non-City candidates:</b> <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a></p> <p style="text-align: center;">Appointments are subject to Office of Management and Budget (OMB) approval</p>	
<b>Post Date:</b> 11/05/14	<b>Post Until:</b> Filled
<b>JVN:</b> 831-14-098	

**The City of New York is an Equal Opportunity Employer.**