

**City of New York
CIVILIAN COMPLAINT REVIEW BD
Job Posting Notice**

Civil Service Title: STRATEGIC INITIATIVES SPECIALIST	Level: 00
Title Code No: 13381	Salary: \$50,000.00/\$50,000.00-\$75,000.00 Frequency: ANNUAL
Business Title: Policy and Strategic Initiatives Analyst	Work Location: 100 Church St., 10 th Fl., New York, NY 10007
Division/Work Unit: NYC Civilian Complaint Review Board	Number of Positions: 1
Job ID: 189553	Hours/Shift:

Job Description

The Strategic Initiative Specialist (SIP) reports directly to the Deputy Executive Director for Policy and Strategic Initiatives and will be responsible for the following:

The SIP works with executive staff on developing the agency's strategic plan and preparing materials to translate the strategic plan into specific guidelines. The SIP evaluates specific policies and best practices and drafts reports to the Board on policy alternatives.

The SIP works with executive staff on providing programmatic expertise and analysis so programs and staff allocations correspond with the mission and goals of the agency. The SIP writes confidential memoranda recommending changes to policies and practices of the Police Department. The SIP also works with agency executives in the drafting of public testimony, public reports and policy memoranda.

Using quantitative techniques and the CCRB's Complaint Tracking System, the SIP prepares the CCRB's bi-annual reports to the Mayor and the City Council, monthly disposition reports on case investigations and prosecutions, monthly reports to the Mayor's Office of Operations, the monthly report of the Executive Director to the Board and internal productivity reports, as requested.

The SIP works with executive staff on providing budget and policy support so budget allocations correspond with the mission and goals of the agency. The SIP prepares quantitative and qualitative analyses to be used in the agency's budget submissions, including New Needs, PEGs and other memoranda. Also, the SIP participates in meetings with OMB, MMR, and City Council staff to discuss budget and performance related memoranda.

Minimum Qualification Requirements

(1) A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in public policy, 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; or

(2) A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) 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; or in management or methods

analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor 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

Preferred Skills

ESSENTIAL SKILLS:

Excellent oral and written communications skills. Literate in graduate-level quantitative methods. Knowledge of SPSS, STATA, and/or SAS.

Additional Information

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.

To Apply

CITY EMPLOYEES:

- 1) Apply through Employee Self Service (ESS) under Recruiting Activities
- 2) Search for Job ID#: 189553

FOR ALL OTHER APPLICANTS:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for Job ID#: 189553

NO PHONE CALLS PLEASE

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED

Posting Date: 04/03/2015

Post Until: Filled

The City of New York is an Equal Opportunity Employer