



**DEPARTMENT OF JUVENILE JUSTICE
JOB VACANCY NOTICE**

REPOST

JVN# 130-08-0017C



Civil Service Title:	Principal Statistician
Title Code:	40625
Office Title:	Strategic Planning Analyst
Salary	
Non-City Hiring Rate:	\$46,323
City Incumbent Rate:	\$53,271-\$69,855
Unit/Location:	Strategic Planning Headquarters 110 William Street – 14 th Floor New York, NY 10038
No. of Positions:	2

Job Description:
The Department is seeking a candidate with excellent analytical and writing skills for the position of Strategic Planning Analyst. Reporting to the Director of Strategic Planning, with latitude for independent initiative and judgment, the Strategic Planning Analyst will be responsible for coordinating data collection, ensuring quality control processes, conducting analyses and research of both Agency trends and external trends in the juvenile justice system, both locally and nationally, and ensuring that standards of internal and external reporting are met. The analyst’s responsibilities will include:

- Coordination within the Agency to support and enhance the internal performance reporting system, including data collection and quality assurance of operational and administrative indicators;
- Participation in preparation of Agency performance management process, GOALS (Group Oriented Analysis of Leadership Strategies);
- Collaboration with the Agency’s Information Technology division;
- Identification and analysis of emerging trends within the population in detention and the juvenile justice system, including assessments of capacity, demographics, case composition, population flow and forecasting;
- Support Agency’s operational and programmatic research and data-tracking needs, including the development of new measures, reports and preparation of ad hoc analyses;
- Preparation of reports to external entities, including the Mayor’s Management Report, annual reports and ad hoc information/data requests;
- Research into best or smart practices in juvenile and criminal justice systems and preparation of written reports detailing findings and recommendations;
- Development of recommendations to support the Agency’s strategic initiatives and direction;
- On behalf of the Strategic Planning unit, serve as a liaison internally with all areas of the agency, and externally as an agency representative with other governmental and non-governmental entities.

Qualification Requirement(s):
1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in mathematics, computer science, operations research, and/or statistics, of which 6 credits must be in statistics, and two years of full-time professional statistical work experience, one year of which must have been in the supervision of staff performing statistical work; or
2. An associate degree or 60 credits from an accredited college including or supplemented by 24 credits in mathematics, computer science, operations research, and/or statistics, of which 6 credits must be in statistics, and four years of full-time experience as indicated in “1” above; or
3. Education and/or experience equivalent to “1” or “2” above. However, all candidates must possess one year of supervisory experience as indicated in “1” above.

Preferred Additional Qualifications:

- ▶ Master’s degree in related field
- ▶ Research experience in a human services and/or criminal justice-related discipline
- ▶ Excellent communication skills (both verbal and written)
- ▶ Experience with database systems (MS Access, SQL, MS Excel, SPSS, SASS, etc.)
- ▶ Experience in City government operations, juvenile justice, criminal justice, child welfare or other human services field
- ▶ Valid N.Y.S. Driver’s License

Other Requirement(s):
▶ Candidate may be asked to produce a writing sample and a sample of quantitative analytical work during the interview/selection process.

Anyone interested in applying for this position must submit two copies of resume including Job Vacancy Number to:

**NYC Department of Juvenile Justice
Human Resources – Recruitment Division
110 William Street – 14th Floor
New York, NY 10038**

The New York City Department of Juvenile Justice is an equal opportunity employer.
* NYC Residency required within 90 days of appointment.*

Posting Date: 1/25/08	Posting Expires: Until Filled	JVN # 130-08-0017C
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