

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Administrative Staff Analyst	Level: I
Title Code No: 10026	Salary: \$70,000-\$90,000 Frequency: ANNUAL
Business Title: Legal Business Analyst	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Legal/General Counsel	Number of Positions: 1
Job ID: 216251	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a unique career opportunity for a Legal Business Analyst in the Legal Division, including within the Nunez Compliance Unit (NCU). Under the leadership of the Deputy Commissioner for Legal Matters, the Business Analyst will be tasked with supporting the Nunez Compliance Unit to implement the terms of the federal consent decree in Nunez, et al. v. City of New York, et. al., 11 Civ. 5845 (S.D.N.Y.). The ideal candidate is a highly-organized and detail oriented individual with the ability to clearly define Nunez compliance reporting needs and translate them into written business requirements. The successful candidate will interact with business stakeholders to define existing sources of information and will work with the technical unit to implement automated processes for data collection and reporting. The incumbent will be also tasked with fully understanding key systems and processes, effectively becoming a Subject Matter Expert (SME) for said systems. The candidate will be responsible for generating reports and presenting data from the department to demonstrate/illustrate/support positions advocated by the department with respect to compliance with the Nunez settlement. Additionally, the candidate will support the implementation of processes and policies that assist in the department's satisfaction of Nunez settlement obligations.

Minimum Qualification 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.

Preferred Skills

A minimum of 5 years of professional experience as a Legal Business Analyst;
Strong verbal and written communication skills, analytical, problem-solving, and presentation skills;
Ability to work independently and function as a member of a project team;
In-depth understanding of reporting tools such as Cognos;
Experience with defining business requirements and conducting user acceptance testing;
Experience creating business requirements and reports;
Strong knowledge of Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Access), Cognos, Visio;
Prior experience in a law enforcement or criminal justice organization is a plus.

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

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 216251

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 216251

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 09/28/2015	Post Until Filled
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The City of New York and the Department of Correction are Equal Opportunity Employers