

City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: \$60,000-\$70,000 Frequency: ANNUAL
Business Title: Lead Performance Analyst	Work location: 75-20 Astoria Blvd, East Elmhurst, NY 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 1
Job ID: 187956	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit a Lead Performance Analyst to support the Chief of Staff and the Data Analytics Unit. Under executive direction and with latitude to exercise independent judgment, the incumbent will serve as a point of contact and driver of analytics to support performance management initiatives across the department. The successful candidate will serve as the liaison with departmental facility leads to develop action plans for performance management; perform complex analysis and report results to the executive leadership team; attend performance management meetings on a rotating basis to support action planning; drive, monitor and track progress of facilities action plans; establish, implement or improve data collection approaches to support the DOC performance management priorities; partner with the Information Technology Division to improve data organization, data maintenance and access to data; work with Data analysts to identify new pathways to collect priority data; partner with internal clients to structure desired outputs and analysis plans; execute analysis plans and shape insights around outputs; perform complex problem-solving; maintain centralized tracking on action planning progress and codify actions stemming from weekly, monthly, and bi-monthly meetings; partake in special projects; and perform related duties as assigned.

Qualification Requirements

1. A master's degree from an accredited university or 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 a direct analytical capacity, with managerial, administrative or supervisory roles over multiple projects related to budget, program, statistical, or trend analysis; 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 experience in managerial, administrative or supervisory project roles as described in 1 above.

Preferred Skills

Knowledge of statistics and experience using statistical packages and programs for analyzing data sets (Access, Excel, SPSS, etc.);
 Strong analytical skills with the ability to collect, organize, analyze and disseminate information with attention to detail and accuracy.
 MS Office Proficiency (Word, PowerPoint, Outlook, Excel);
 Excellent verbal, written communication and data presentation skills;
 Demonstrated analytical and problem solving skills;
 Knowledge of data mining, statistical concepts, modeling and predictive Analytics;
 Ability to maintain a high level of confidentiality.
 Background in project management and data management in private or public sector is a plus.

Residency Requirements

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. Click on Recruiting Activities > Careers and search for Job ID#:187956.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 187956

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Post Date: 03/23/2015

Post Until: 03/28/2015