

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

<b>Civil Service Title:</b> Staff Analyst	<b>Level:</b> I
<b>Title Code No:</b> 12626	<b>Salary:</b> \$25.00-\$33.00 <b>Frequency:</b> Hourly
<b>Business Title:</b> PMO Research Analyst (Part-Time)	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Office of the Commissioner	<b>Number of Positions:</b> 1
<b>Job ID:</b> 222052	<b>Hours/Shift:</b> Day Tour (34 hours per week)

**Job Description**

The New York City Department of Correction has career opportunities for resourceful candidates to serve as Research Analysts for the Project Management Office (PMO). Under general supervision, the incumbents will perform a variety of professional, administrative, analytical and research. The successful candidates will be responsible for performing research and data analysis to support departmental projects; analyze and interpret data of research findings; coordinate administrative processes related to research and data analysis; track trends and developments in assigned functional areas; conduct studies and prepare reports; review existing policies; participate in the planning, development and implementation of new or revised departmental programs and initiatives, functions, systems, procedures, and methods of operations; compile, analyze and present data pertaining to assigned functions and projects; research, collect, compile, and analyze information from various sources on a variety of specialized topics; prepare summaries; present and interpret data to identify alternatives; and perform related duties as assigned.

**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; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, or fiscal management; or in a related area.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

**Preferred Skills**

Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;  
Ability to prioritize and manage multiple assignments;  
Ability to work with minimal supervision; high degree of initiative and creativity;  
Ability to work with diverse groups; as part of a team and/or independently;  
Prior professional experience working with and supporting a team of strategic planning/project managers is a plus;  
Proficiency in MS Office (Excel, Word, Outlook, PowerPoint), and other data sources is preferred.

**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](http://www.nyc.gov/ess) and search for **Job ID# 222052**

For all other applicants: Go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for **Job ID# 222052**

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

Only candidates under consideration will be contacted.

**Post Date:** 11/7/15

**Post Until:** 11/20/15

**The City of New York and The Department of Correction are Equal Opportunity Employers**