

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

<b>Civil Service Title:</b> Administrative Staff Analyst	<b>Level:</b> NM
<b>Title Code No:</b> 1002A	<b>Salary:</b> \$60,000-\$70,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Policy Analyst for Special Projects & Governmental Affairs	<b>Work Location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> General Counsel	<b>Number of Positions:</b> 1
<b>Job ID:</b> 235683	<b>Hours/Shift:</b> Day

**Job Description**

The New York City Department of Correction is seeking to recruit a Policy Analyst for Special Projects & Government Affairs. Under the direction of the Deputy Commissioner of Legal Matters, the Analyst will be responsible for coordinating departmental special projects/initiatives, matters related to intergovernmental affairs and litigation. The incumbent will have demonstrated understanding of legislative process; experience in developing policy reform and working with government and community leaders and their staff. The Policy Analyst will support the Department's efforts to:

- Monitor, review and analyze City, State, and Federal legislation impacting the Department and recommend appropriate Department response;
- Collaborate with Department staff in establishing and effectuating internal policy changes;
- As part of the staff within the Deputy Commissioner of Legal Matter's Office, assist in the implementation and management of Department initiatives;
- Draft correspondence and liaise with external stakeholders, including but not limited to legislative staff, elected officials, oversight bodies and other government agencies;
- Ensure high-quality and timely responses to all legislative inquiries and inquires from oversight bodies regarding all activities of the Department;
- Perform related duties as assigned.

**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**

Knowledge of the legislative and political process in New York State and New York City.  
 Excellent writing, communication, inter-personal, quantitative, analytical, research, problem-solving, and project management skills.  
 Demonstrated ability to initiate and manage complex and interdisciplinary projects, think creatively, embrace new approaches.  
 Knowledge of interagency collaboration, coordination processes, and intergovernmental affairs.  
 Ability to maintain a high level of confidentiality on all matters.

**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](http://www.nyc.gov/ess) and search for Job ID# 235683

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 235683

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

Only those candidates under consideration will be contacted.

Posting Date: 3/16/16	Post Until: 3/30/16
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**The City of New York and The New York City Department of Correction are Equal Opportunity Employers**