

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: \$70,000-\$80,000 Frequency: ANNUAL
Business Title: Policy Analyst for Special Projects & Governmental Affairs	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: General Counsel	Number of Positions: 1
Job ID: 188065	Hours/Shift: Day Tour
<p>Job Description</p> <p>The New York City Department of Correction is seeking to recruit a Policy Analyst for Special Projects & Government Affairs. Under the direction of the Executive Director of Intergovernmental Affairs or the Deputy Commissioner of Legal Matters, the Analyst will be responsible for coordinating departmental special projects/initiatives and matters related to intergovernmental affairs. The incumbent will have demonstrated understanding of legislative process, preferably in New York City and New York State; experience in developing policy reform and working with government and community leaders and their staff. The Policy Analyst will work closely with the Executive Director of Intergovernmental Affairs and the Director of Legislative Affairs to:</p> <ul style="list-style-type: none">• 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;• Serve as a secondary liaison to the State and City Correctional Oversight Boards, elected officials and the Mayor’s Office of Federal, State and City Government Affairs;• As part of the staff within the Commissioner’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 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.	
<p>Minimum Qualification Requirements</p> <p>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</p> <p>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.</p>	
<p>Preferred Skills</p> <p>Knowledge of the legislative and political process in New York State and New York City.</p> <p>Excellent writing, communication, inter-personal, quantitative, analytical, research, problem-solving, and project management skills.</p> <p>Demonstrated ability to initiate and manage complex and interdisciplinary projects, think creatively, embrace new approaches.</p> <p>Knowledge of interagency collaboration, coordination processes, and intergovernmental affairs.</p> <p>Ability to maintain a high level of confidentiality on all matters.</p>	
<p>Residency Requirement</p> <p>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.</p>	
<p>To Apply</p> <p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID# 188065</p> <p>For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 188065</p> <p>Submission of a resume is not a guarantee that you will receive an interview.</p> <p>Only those candidates under consideration will be contacted.</p>	
Posting Date: 03/24/2015	Post Until: 04/07/2015

The City of New York is an Equal Opportunity Employer