

# **City Research Scientist – Research and Management Analysis**

## **JOB DESCRIPTION:**

Selected candidates will work under the direction of the Senior Manager for Research. Under direction, with wide latitude for the exercise of independent judgment and initiative, specific duties shall include, but not be limited to the following:

1. Assist the Senior Manager in the development, implementation, and monitoring of special projects including survey research, trend analysis of public housing and Section 8 demographics, development and analysis of performance indicators and white papers.
2. Assist in the preparation of descriptive statistical analyses of the NYCHA resident related data files, development data, waiting list attributes, crime statistics, work ticket data, NYC Housing and Vacancy Survey data and Census data.
3. Assist with the APTS process for the department including creation of tables, charts and other material presented at meetings on various topics (i.e., elevator operations, heat and hot water service requests).
4. Conduct research activities by collecting information and data of current and historical nature for use in preparation of reports.
5. Obtain source materials by means of library/internet research, examination of records or published materials.
6. Prepare written reports analyzing results findings; make comments and recommendations.

## **QUALIFICATION REQUIREMENTS:**

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level 1 can be substituted for the experience required in "1" and "2" above.

**EDUCATION AND EXPERIENCE PREFERRED:**

Experience should include demonstrable econometric, statistics and writing skills.

**Note:** Candidates should be prepared to submit writing samples of completed research projects and/or reports.

Interested candidates may fax cover letter, resume, to (212) 306-5194, e-mail to [HR.Recruitment@nycha.nyc.gov](mailto:HR.Recruitment@nycha.nyc.gov) or mail to:

New York City Housing Authority  
Human Resources Recruitment Unit  
90 Church Street, 5<sup>th</sup> Floor  
New York, NY 10007  
Attn.: DMP, Senior Recruiter  
Job Code: City Research Scientist

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