

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE**

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| Civil Service Title: Community Coordinator | Level: | Title Code: 56058 |
| Office Title: Data Analyst | Salary: \$48,895 - \$56,229 | |
| Division: OATH Administration | | |
| Work Location: 100 Church Street New York, NY 10007 | Number of Positions: 1 | |
| | Hours/Shift: Day shift - 35 hrs / week | |

Job Description

OATH's Administration Division is seeking to hire a data analyst for OATH's Data Analytics Unit. The individual selected will perform essential tasks associated with the collection and analysis of performance indicators for the OATH Trials and the OATH Hearings division and the corresponding reporting for these indicators.

Responsibilities will include, but are not limited to, the following:

- The monthly retrieval of agency wide performance indicators and the analysis of indicator significance on agency operations and efficiency.
- The production of regular monthly and quarterly performance reports to be distributed to internal and external stake holders.
- Updating of monthly statistical information for the data portion of OATH's website.
- Input and tracking of analytical data for The Mayor's Office of Operation's PMA, PMMR and MMR dashboards.
- Perform Ad hoc statistical analysis based on the request of senior management.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

- Previous experience with the large datasets, report generation and statistical analysis preferred.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

To Apply:

Applicant must be a New York City resident within 90 days of appointment. Interested candidates should apply online via *NYC Careers* on the **NYC.gov** website (<http://www.nyc.gov/html/careers/html/home/home.shtml>). No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

Post Date: 3/2/16

Post: Until filled

JVN: 820-2016-000016

OATH and the City of New York are Equal Opportunity Employers