

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-16-016**

CIVIL SERVICE TITLE: Community Associate	TITLE CODE NO.: 56057
OFFICE TITLE: Community Associate for Program Data	SALARY: Commensurate with experience
DIVISION/WORK UNIT: Administration	WORK LOCATION: 33 Beaver Street, 18 th Floor New York, NY 10004
HOURS: 35 Hours Per Week	NUMBER OF POSITIONS: 1

JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide three core services –pre-sentence investigations, intake and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

The Community Associate for Program Data is responsible for assisting with data collection, data cleaning, and coding for research projects necessary to monitor and evaluate various operational and policy initiatives launched by DOP. These initiatives fall into a broad range of areas, including but not limited to risk-needs assessment, graduated responses, community engagement, and structured decision-making; and cut across the agency’s core services in both juvenile and adult operations. Among the specific duties associated with this position are the following:

- Assisting with data collection, data entry and cleaning, and basic descriptive analyses in Microsoft Access, Excel, or SPSS programs
- Assisting with managing research databases that will help the agency assess both client outcomes and its own performance in serving clients.
- Preparing basic reports and presentations on research findings, with guidance from the Research Scientist for Research and Planning.
- Identifying performance and outcome measures and work with agency staff to create statistical, mapping, and reporting tools to enhance Departmental operations.
- Synthesize data from a variety of sources to support and inform agency operations.
- Collaborate with team members to develop and implement novel methods of technical and operational analysis.

QUALIFICATION REQUIREMENTS:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILL REQUIREMENTS:

- A baccalaureate degree from an accredited college.
- Strong quantitative and qualitative research skills.
- An ability to work independently and think critically about research and policy issues.
- Excellent quantitative and problem-solving skills.
- Some experience maintaining and querying large database systems using business intelligence packages (e.g. SQL).
- Entrepreneurial spirit with the ability to think outside the box to design and implement novel solutions.
- Ability to synthesize and distill complex information into actionable insights and recommendations.
- High to expert proficiency in Microsoft Office, particularly Excel.
- Medium proficiency with statistical packages like IBM SPSS or Stata.
- Strong organizational and project management skills; detail oriented with the ability to multi-task and work both independently and as part of a team.
- Excellent written and oral communication skills.
- Commitment to provide excellent customer service and maintain a calm, pleasant, and cheerful demeanor in a variety of atmospheres.
- Must present a professional appearance; be dependable, punctual and willing to take initiative.
- Some background in criminal and/or juvenile justice policy.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK STATE RESIDENCY IS REQUIRED

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JOB# TO:

External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: March 15, 2016

POST UNTIL: Until Filled

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“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER”