

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-17-004**

CIVIL SERVICE TITLE: Community Coordinator	TITLE CODE NO. 56058
OFFICE TITLE: Senior Analyst	SALARY: Commensurate with experience
DIVISION/WORK UNIT: Office of the Commissioner/Mayor’s Office of Criminal Justice	WORK LOCATION: City Hall / 33 Beaver Street, 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 four core services –pre-sentence investigations, intake, diversion 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 Mayor's Office of Criminal Justice (MOCJ) oversees citywide criminal justice policy and develops and implements strategies across city agencies and partners to enhance public safety, reduce unnecessary incarceration, and increase fairness. The Mayor's Office of Criminal Justice designs and deploys strategies with all partners who influence and are touched by crime, including government agencies, non-profits, private and philanthropic organizations and neighborhoods. This affirmative and comprehensive approach promotes the well-being of individuals, families and communities. The Director of MOCJ serves as the Senior Criminal Justice Policy Advisor to the Mayor and First Deputy Mayor and as the Mayor's representative to the courts, district attorneys, and state criminal justice agencies, among others.

The MOJC executes its mandate through a variety of projects that span government agencies at the city, state and federal levels and may include non-profits, foundations, community groups and others. The office is seeking effective, proven and reliable team members who possess both the capacity for independence and the ability to work cooperatively to plan and affect the projects that will accomplish MOCJ's strategic goals. Policy and analytic projects will reach across multiple areas of the criminal justice system and include, but are not limited to:

- Alternatives to detention/incarceration
- School safety and climate
- Youth justice issues
- Behavioral health needs in the criminal justice system
- Place-based approaches to preventing and reducing crime

The Senior Analyst’s responsibilities include, but are not limited to:

- Planning, prioritizing, assigning, and supervising the day-to-day activities of a team of justice analysts.
- Participating in the development of goals and objectives as well as policies and procedures; making recommendations for changes and improvements to existing standards, policies, and procedures.
- Leading and training staff in the use of crime and intelligence analysis computer applications, including statistical, graphical, and geographical programs.
- Serving as an office liaison/coordinator for inter-agency data efforts.
- Supporting efforts to integrate and analyze cross-agency data systems.
- Querying databases, extracting and cleaning data, and preparing data for statistical analysis.
- Conducting statistical analyses to generate performance reports, other standard reports, and in response to ad hoc data requests.
- Researching performance metrics in the field of criminal justice and enhancing standard criminal justice measures.
- Evaluating database functionality and developing strategies to enhance data collection efficiency.
- Preparing and researching reports, policy statements, testimony and other written materials.

PREFERRED QUALIFICATIONS:

- A Master's Degree from an accredited college (in the fields of policy analysis, public administration, political science, criminology, criminal justice, statistics, economics, or a related field), and including the 24 months of experience, described below (OR a recent Doctorate):
- Three (3) years of full-time professional experience working with a substantial public or private concern on research or policy analysis.
- Strong oral and written communication skills.
- Experience in the adult and juvenile justice, youth/human development or human services field. This includes experience in directing and/or cooperating with staff, community members, families and youth involved in advocating to reform criminal/juvenile and/or social policies.
- Familiarity with theories, principles, and practices of modern criminal justice and corrections.
- Working experience with spearheading innovative projects which are essential and critical to the mission and function of the agency. This includes knowledge of goals, objectives, structure and operations of the criminal justice, mental health and school systems.
- Exceptional interpersonal skills and the ability to effectively work with governmental and community member and leaders.
- Strong analytical and critical thinking skills with the ability to analyze, summarize, and effectively present information. This includes, but is not limited to excellent project management skills, in addition to the ability to perform complex tasks and to prioritize multiple projects.
- Proficiency with SAS, SPSS, R or an equivalent statistical software and large, complex datasets.
- Proficiency with Excel and other standard Office software.

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
2. described above; or
3. 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
4. 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.

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

NEW YORK STATE RESIDENCY IS REQUIRED

TO APPLY: Submit a cover letter, resume, and three (3) references to CJCResumes@cityhall.nyc.gov. Please be sure to include "**Senior Analyst**" in the subject line.

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

POST DATE: September 12, 2016

POST UNTIL: Filled

JVN #: 781-17-004

"THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER. REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST"