

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice
Re-Posting**

Civil Service Title: Associate Staff Analyst	Level: None
Title Code No: 12627	Salary: \$59,536/\$68,466-\$88,649
Office Title: Business Analyst	Work location: Bulova Corporate Center, 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Information Technology	Number of Positions: 1
Hours/Shift: Day Tour	
Job Description	
<p>The New York City of Correction (DOC) is creating a center of excellence for analyzing corrections intelligence and identifying and reporting leading risk indicators of and other metrics: the Real Time Correction Intelligence Center (“the Center”). The Center will combine the expertise of corrections professionals with that of trained analysts, statisticians, and information technology professionals to reduce violence and recidivism by providing actionable information to the right people at the right time.</p> <p>The Business Analyst will report to the Project Manager for the Real Time Correction Intelligence Center. Specifically, the Business Analyst will perform the following functions: Serves as a liaison to between project customers (intelligence analysts) and IT implementation team. Analyze and document current data collection and reporting processes pertaining to risk indicators. Assists in design of future state operational procedures, reports, dashboards, analytical tools. Ensures smooth deployment, delivery, training to agency users. Ensures compliance to design and implementation procedures.</p>	
Qualification Requirements	
<p>1. A master’s degree from an accredited college in economics, finance, accounting, business administration, human resources management, management science, operations research, organizational behavior, industrial psychology, or a closely related field and one year of satisfactory full-time professional budget experience working with the budget of a large public or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel administration, public administration, recruitment, position classification, personnel relations, employee benefits, staff development or in a related area; or</p> <p>2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in a combination of any of the areas described in 1 above</p>	
Essential Skills	
<p>Demonstrated experience documenting and translating business requirements. Excellent communication and organizational skills. Understanding of intelligence activities in law enforcement HIDTA/Fusion, similar experience highly preferred. Experience in formal documentation of information systems. Analytical experience in a reporting and analytics/business intelligence implementation preferred.</p>	
To Apply:	
<p>New York City Department of Correction, Recruitment and Certification Section 2 Washington Street, 10th Floor, New York, New York 10004 Indicate JVN Number on Resume Resume and Cover Letter can be E-Mailed to: ITJOBS@DOC.NYC.GOV</p>	
Attention: Shynelle Venzen	
<p>This position is only open to applicants who took the Associate Staff Analyst civil service exam New York City Residency Required Within 90 Days of Appointment This is a Grant Funded position</p>	
Post Date: 2/24/2010	Post Until: 3/10/2010
JVN: 072-2010-008025	

The City of New York is an Equal Opportunity Employer