

FULL TIME POSITION:

Data and Business Analyst, Strategy and Analytics Unit Division of Economic and Financial Opportunity

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

The Division of Economic and Financial Opportunity (DEFO) is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

DEFO is seeking a **Data and Business Analyst** for the Strategy and Analytics unit to provide support for compliance and performance reporting, and implement data-driven strategy for matching certified companies with contract opportunities. In addition, the Data and Business Analyst will support the implementation of updates to the Division's technology platforms and serve as a liaison with SBS' Technology team. This position will report to the Director of Strategy and Analytics.

Specific Responsibilities:

Data Management:

- Assist the Director and senior staff with developing compliance and performance reports, as well as ad hoc analysis;
- Perform Minority- and Women-Owned Business Enterprise (M/WBE) data validation and reconciliation for the DEFO's certification management system (Ctrack-1), the Online Directory of Certified Businesses, CRM on Demand and the City's Financial Management System (FMS);
- Ensure integrity of data generated internally and collected from outside sources;
- Ensure consistency and accuracy of reporting data;
- Implement special projects as needed.

Business Analysis & Project Management:

- Collect and write business requirements;
- Liaise with technology team to support DEFO's applications and databases;
- Facilitate the definition of project scope, goals and deliverables;
- Constantly monitor and report on progress of projects to all stakeholders;
- Present reports defining project progress, problems and solutions;
- Implement and manage project changes and interventions to achieve project outputs;
- Participate in application testing activities.

Preferred Skills:

- Strong quantitative analysis skills and attention to detail;
- Intermediate skills in MS Excel (e.g. pivot tables, VLOOKUP function, descriptive statistics);
- Proficiency in MS Access (creating queries);
- Familiarity with SPSS, SAS, R or other statistical analysis software;

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



- Experience in creating presentations of analytical findings and calculations in MS Power Point;
- Experience with identifying, analyzing and interpreting data trends, and preparing reports;
- Experience analyzing and resolving issues with current and planned systems as they relate to the integration and management of data;
- Experience with identifying problematic areas and conducting research to make recommendations to address issues;
- Well-developed ability to distil complex information into its essential components and concepts
- Experience collecting and writing business requirements;
- Capable of working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Top notch team player with outstanding writing, presentation, organization and communication skills; and
- Excellent project management skills including planning, implementation and follow-through.

Qualifications:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law; or
 2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above
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How to Apply: PLEASE NOTE THIS POSITION WILL BE AVAILABE ON JULY 1, 2015.

To apply for this position, please email your resume and cover letter including the following subject line:

Data and Business Analyst to: careers@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 187783

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 187783

Salary range for this position is: \$60,000-\$65,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038