

PROGRAM ANALYST – DOMESTIC VIOLENCE

General Statement of Duties and Responsibilities:

Under direction with the latitude for independent initiative and judgement, this role will direct and administer services provided to survivors of domestic and/or gender-based violence, which includes the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV)'s New York City Family Justice Centers (FJC's), ENDGBV's Community Initiatives, task forces, and survivor engagement. This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility conducting financial and programmatic analysis to shape policy development for survivors of domestic and/or gender-based violence.

Examples of Typical Tasks:

Develop and implement departmental policies related to the management of contracted providers in the delivery of domestic and/or gender-based violence services.

Coordinate with FJC staff and contracted providers to improve monitoring and implementation of services.

Conduct ongoing analysis of ENDGBV services to identify trends, find areas where our program actions are not fully satisfying policy needs, and flag areas of concern to executive staff.

Participate in and shape ENDGBV's budget process by assisting with briefing documents, agency savings proposals, and new needs submissions, as necessary, and providing feedback to enhance the process along the way.

Develop and implement new fiscal policies and procedures at the NYC Family Justice Centers.

All personnel perform related work.

PROGRAM ANALYST – DOMESTIC VIOLENCE (continued)

Qualification Requirements

1. A graduate degree from an accredited college in social work, law, sociology, psychology, criminology, education, public administration, or a related field and two years of full-time satisfactory experience in domestic and/or gender-based violence services.
2. A baccalaureate degree from an accredited college with a minimum of 30 credits in the social or behavioral sciences, plus four years of full-time satisfactory experience in “1” above.
3. Eight years of full-time experience described in “1” above.

Lines of Promotion

None. This class of positions is in the Non-Competitive Class