

DATA ANALYST (CCRB)

Duties and Responsibilities

Under varying levels of supervision and latitude for independent initiative and judgment, in service of the CCRB's investigative mission, performs difficult professional data analysis work. Supervises staff performing such work. All personnel perform related work.

Assignment Level I

Under supervision, with some latitude for independent initiative and judgement, performs difficult professional work in the preparation and administration of the agency's data analysis.

Examples of Typical Tasks

Translate legal questions into tractable research questions, develop research methods; create research reports.

Identify potential data sources.

Prepare requests for information for the NYPD and other government agencies.

Clean and analyze data received from the NYPD, data received from other government agencies, publicly available data, and internal CCRB data.

Build and maintain data processing and management systems as well as organizational systems for coordinating with the unit's investigators, managers, and other CCRB units.

Perform technical or substantive research in service of the agency's investigations; creates related reports for internal use and for the public.

In the temporary absence of the supervisor, may assume the duties of that position.

DATA ANALYST (CCRB) (continued)

Assignment Level II

Under general supervision, with latitude for independent initiative and judgement, performs difficult professional work in the preparation and administration of the agency's data analysis.

In addition to performing the tasks in Assignment Level I performs the following:

Examples of Typical Tasks

Write reports for legal, internal, and external audiences.

Act as a project lead on complex analysis work.

Review other Analysts' code and written work and provide feedback.

Train subordinate analysts.

Assignment Level III

Under the direction of the Chief Data Scientist, with wide latitude for independent initiative and judgement, performs difficult professional work in the preparation and administration of the agency's data analysis. In addition to performing the tasks in Assignment Level I & II performs the following:

Examples of Typical Tasks

Directs data analysis work.

Supervises data analysts, coordinates, assigns and reviews work, conducts performance evaluations, approves time and leave.

Designs and finalizes reports for agency leadership and board members. Designs and coordinates investigative analysis and pattern analyses.

Coordinates research with other agencies or institutions. Studies and evaluates social science literature, writes papers on research results or findings for publication or presentation.

CCRB DATA ANALYST (continued)

Minimum Qualifications

1. A master's degree in data analytics, data science, statistics, mathematics, criminal justice, criminology, sociology, psychology, industrial psychology, organizational behavior, law, public administration, political science, public policy, urban studies, or a related degree; or
2. A baccalaureate degree in data analytics, data science, statistics, mathematics, criminal justice, criminology, sociology, psychology, industrial psychology, organizational behavior, law, public administration, political science, public policy, urban studies, or a related degree and two years of satisfactory full-time professional experience in quantitative analysis, organizational research, program evaluation, professional investigative experience in the field of civil rights, professional experience investigating police misconduct, or related experience; or
3. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "2" above.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

To be eligible for placement in Assignment Level III, individuals must have after meeting the minimum requirements, two years of professional experience as described in "2" above.

Lines of Promotion

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