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| **Civil Service Title:** Administrative Staff Analyst | **Level:** NM |
| **Title Code No:** 1002A | **Salary:** $62,862 <br> **Frequency:** Annual |
| **Business Title:** Policy, Research & Data Analyst | **Work Location:** 75-20 Astoria Boulevard, East Elmhurst, NY 11370 |
| **Division/Work Unit:** General Counsel | **Number of Positions:** 1 |
| **Job ID:** 316733 | **Hours/Shift:** Day |

### Job Description

The New York City Department of Correction (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.

The DOC is seeking to recruit a Policy, Research & Data Analysist. Under executive direction with latitude for decision-making, the selected candidate recruited will manage a wide range of administrative duties and executive support related tasks. Typical duties for this position include but are not limited to:

- Process, analyze, and extract information from data to assist the Deputy Risk Manager in identifying problematic conduct of agency personnel for input into the agency's Early Warning System database.
- Conduct analyses and visualization of trends, anomalies, and patterns in data collected.
- Prepare and presents comprehensive narrative and statistical reports of findings, including charts and graphs.
- Communicate with agency personnel, community members, and task forces as needed.
- Fulfill data requests and provide technical assistance on data analysis techniques.
- Assist the Deputy Risk Manager in developing and/or reviewing agency policies and procedures.
- Work on special projects as assigned.

### Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

### Additional Information

Applicants must be serving as a permanent Administrative Staff Analyst in order to apply.

### Preferred Skills

- Expertise in statistical programming or the strong desire to learn and self-teach.
- Applicants should possess strong written, verbal and interpersonal communication skills.
- Ability to handle information that is confidential and sensitive in nature.
- Capacity to perform multiple tasks and assignments while maintaining attention to detail, and the ability to be flexible with changing demands.
- Ability to utilize independent judgment in analyzing and interpreting complex information.
- Proficiency in Microsoft Word, Excel and PowerPoint.

### Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

### To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 316733
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consider will be contacted.

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| **Posting Date:** 12/18/2018 | **Post Until:** 2/05/18 |

**The City of New York and the Department of Correction are Equal Opportunity Employers**