

**THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Statistician	Level: II	Title Code: 40610
Office Title: Data Analyst - SEHD	Salary: \$50,291 to \$57,835	
Division: Data Analytics		
Unit: OATH Administration	Number of Positions: 1	
Work Location: 100 Church Street NY, NY 10007 – 10th Floor	Hours/Shift: 35 hours per week	

ABOUT OATH:

The City of New York's Office of Administrative Trials and Hearings (OATH) is the nation's largest administrative tribunal, holding approximately 400,000 trials and hearings a year. As the City's central, independent administrative law court, OATH adjudicates a wide range of matters filed by nearly every city agency, board and commission. OATH also houses the Center for Creative Conflict Resolution which provides mediation and restorative justice support to City government agencies and the general public, and the Administrative Judicial Institute, a resource center that provides training, continuing education, research and support services for administrative law judges and hearing officers. Most recently, OATH was assigned to adjudicate impartial special education due process hearings at which parents can either challenge a Department of Education (DOE) decision relating to the adequacy of the special education services offered to their child or seek tuition reimbursement for the costs of a private education that provides their child with necessary services.

JOB DESCRIPTION:

OATH's Administration Division is seeking to hire a Payment Specialist for OATH's Accounts Payable Unit. The successful candidate will perform essential tasks associated with the tracking, reconciliation and payment of expenses associate with administrative and programmatic functions for Trials Division and Hearings Division. The Payment Specialist's will also have duties specific to tracking and analyzing expenses and payments associated with the Special Education Hearings Division (SEHD) and contracts issued due to the enactment of the Criminal Justice Reform Act (CJRA) for which OATH performs the adjudicatory functions for CJRA summonses. The ideal candidate must be meticulous, analytical, accurate, possess excellent interpersonal skills, and capable of working in fast-past environment as the unit must adhere to strict timelines set by the Agency and the City's Comptroller's Office.

Responsibilities include, but are not limited to the following:

- Generate mandated quarterly and annual reporting for the CJRA for distribution and posting on Agency website.
- Create CJRA monthly reports using Tableau Dashboard and distribute to Agency stakeholders and oversight agency.
- Develop Hearings Division Monthly Management report for distribution to management staff.
- Create/Update ECB Hearings Division Monthly Activity Report using Tableau Dashboard for distribution to management staff.
- Create the monthly Community Services (Help Center) Activity Report for distribution to Help Center managers.
- Assist in the monthly retrieval of performance indicator data and analysis of indicator significance on agency operations and efficiency.
- Assist in producing monthly and quarterly performance reports to be distributed to internal and external stake holders.
- Create data reporting and tracking for the newly added Special Education Hearings Division (SEHD).

MINIMUM QUALIFICATION REQUIREMENT FOR CIVIL SERVICE TITLE

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in one or more of the course areas of statistics, mathematics, computer science/information technology, and operations research, 12 semester credits of which must have been in statistics; and one of the following:
 - a) one year of satisfactory full-time experience in one or more of the fields of statistical or mathematical analysis, information technology, and/or operations research; or
 - b) a master's degree from an accredited college in statistics, mathematics, computer science/information technology, operations research or closely related field.

Preferred Skills:

- Experience working with the large datasets, report generation and statistical analysis
- Proficiency in Microsoft Office, especially Excel
- Experience with Tableau database software
- Effective written and verbal communications skills

To Apply:

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for the Job ID listed. For all other applicants, please go to www.nyc.gov/jobs/search and search for the Job ID listed.

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

FOR SUMMER INTERNSHIPS ONLY

Interested candidates should submit a cover letter and resume to HROATH@oath.nyc.gov
No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

NOTE:
As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Post Date: 6/30/2022	Post Until: Filled	Job ID: 2022-538156/52
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