



Position Title: Performance Data Senior Analyst

The Agency You'll Join:

The NYC Mayor's Office administers all city services, public property, most public agencies, and enforces all city, state, and federal laws within New York City. New York City's Mayor, Eric Adams is head of the executive branch of New York City's government. Mayor Adams has served the people of New York City as an NYPD officer, State Senator, and Brooklyn Borough President. The Adams' Administration is leading the fight to make New York City's economy stronger, reduce inequality, improve public safety, and build a stronger, healthier city that delivers for all New Yorkers. As an agency, we value fairness, helpfulness, transparency, leadership and build our teams around these values. For current job opportunities visit our [careers page](#)

The Team You'll Work With:

The Mayor's Office of Operations (Operations) works to make New York City government more effective and efficient. The Office is responsible for managing and coordinating multiagency initiatives and using data to help the City make informed and equitable policy decisions and strategic, targeted investments. The Office coordinates citywide initiatives and assists agencies in improving service quality and in measuring performance to provide greater accountability.

The Performance Management and Reporting team within Operations monitors, reports, and analyzes the performance of City agencies. The Team provides guidance to agencies and staff on performance reporting and performance management, with a focus on improving public access and use of performance data. The PMR team also collaborates with agencies to develop and improve goals and indicators to explain data trends and broaden the understanding of key metrics. In addition to producing semi-annual Mayor's Management Reports (MMR) and the digital Dynamic MMR reporting platform, the Team conducts research on trends and best practices in data-driven performance management and engages agencies on targeted performance improvement projects. The Scorecard program team within Operations is responsible for observing and rating street and sidewalk cleanliness on a monthly basis.

Operations is committed to achieving equity and creating an inclusive workplace. The City understands equity to mean that an individual's demographic identity – particularly, but not exclusive to, their race, ethnicity, gender identity, income, sexual orientation, and/or disabilities – should not determine their life outcomes. To foster an inclusive workplace, Operations is committed to providing opportunities for staff development and effective team building, open and transparent communication, enhancing our equity literacy, and providing space for exploring issues of diversity. We continue to strive for a workforce that better reflects the diversity of New York City.

The Problems You'll Solve

The Performance Data Senior Analyst will:

- report to the Assistant/Deputy Director of the Performance Management, Reporting, and Observation team, and will be responsible for providing performance reporting, analytical, and



Office of Operations

data visualization support for broad team needs, along with specific needs associated with the Scorecard program.

- Analytical Support and Data Visualization
- Work with Operations staff to quantitatively and qualitatively assess performance of City agency operations and initiatives to identify patterns and best practices.
- Lead the development and/or maintenance of visual products, including presentations, dashboards, and reports.
- Ensure timely and accurate distribution of critical information to senior staff. Performance Reporting
- Support the City's existing systems for data collection and public reporting of information on the performance of City agencies in delivering services, including the twice-yearly MMR.
- Conduct research on performance indicators, including agency-specific, initiative-specific, initiative-related, and cross-agency/citywide. Scorecard Reporting
- Maintain dashboards that provide daily progress updates and reveal trends on street cleanliness for management and senior Operations staff.
- Assist with providing yearly requirements to OMB for program funding (CDBG).

About You

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 Juris Doctor degree from an accredited law school; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: 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, labor 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.

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.

Preferred Skills:

- Experience in performance reporting, data visualization, and data analysis;
- Strong knowledge of MS Office products, particularly Excel;



Office of Operations

- Knowledge of data visualization software, particularly PowerBI;
- Ability to maintain a high level of accuracy, transparency and accountability in all work products;
- Keen attention to detail, flexibility and an enthusiastic work ethic;
- Excellent oral and written communications skills, including ability to communicate about and present data to a variety of audiences;
- An understanding of urban issues, especially New York City government and New York City's operating agencies preferred.

Salary

The City of New York Office of the Mayor's compensation package includes a market competitive salary, equity for all full-time roles and exceptional benefits. Our cash compensation range for this role is **\$ 62,470 – \$ 71,840.**

Final offers may vary from the amount listed based on candidate experience and expertise, and other factors.

To Apply:

APPLICANTS MUST BE PERMANENT IN THE STAFF ANALYST CIVIL SERVICE TITLE, BE PERMANENT IN A COMPARABLE TITLE ELIGIBLE FOR 6.1.9 TITLE CHANGE. OR BE IMMEDIATELY REACHABLE ON EXAM NO. 9008.

[APPLY HERE!](#)

Equal Opportunity | Diversity Equity & Inclusion Statement

The Office of the Mayor is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcome to apply.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by EEO at

EEO@cityhall.nyc.gov.

New York City Residency Is Required Within 90 Days of Appointment