Office of Operations

Position Title:	Policy Advisor, Data Management & Analysis
Job ID Number:	39892

About the Office:

The Mayor's Office of 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 Data Management and Analysis team supports Operations' mission of efficiency, accountability, and complex policy implementation through robust analytics, data management, solutions development, and policy analysis. The team identifies projects by engaging with City Hall and agency stakeholders, connecting with other Operations' units on multi-team projects, and through internally identified policy problems. Team members have expertise in business and statistical analysis, data visualization and mapping, database management and data engineering, application development, and policy advising.

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.

About the Role:

The Policy Advisor will provide analytical, technical and project management support for planning and implementing projects that improve the efficiency, effectiveness, and accessibility of key City services. This position will also provide and support analytical research through data analysis and hypothesis testing.

The job responsibilities for the Policy Advisor include, but are not limited to:
- Research/Analysis and Advice
  - Conduct quantitative and qualitative data analysis independently, identifying trends and producing research questions and analysis in support of project goals including social science, environmental, health, housing, economic, and other policy domain research and analysis.

- o Based on that analysis, make recommendations to Operations leadership, agency staff, Deputy Mayor staff, and other City Hall officials.
- Interagency Coordination
  - o Initiate and coordinate interagency projects that increase overall City efficiency, collaboration, and the consistency of policy.
  - o Manage the development, formulation and coordination of inter-agency working groups or task forces.
- Communicate relevant project information and research findings to stakeholders, including executive leadership.
  - o Prepare and deliver informative, well-organized presentations, dashboards, reports and maps
  - o Resolve and/or escalate issues in a timely fashion.
  - o Facilitate regular team and stakeholder meetings effectively
  - o Understand how and when to communicate difficult/sensitive information appropriately.
- Maintain flexibility to execute long-term projects and short-term work related to immediate asks or emergencies.

Qualifications:
- Master's degree plus a minimum of 3 years of full-time professional experience, or bachelor's degree plus 5-7 years of full-time professional experience.
- Experience in quantitative and qualitative data reporting, research and analytics, and visualization particularly with experience in social science, environmental, health, housing, economic or other policy domains
- Excellent oral and written communications skills, including ability to communicate about and present data to a variety of audiences
- Highly organized and detail-oriented with the ability to prioritize between conflicting demands and the flexibility to meet unpredictable demands
- Ability to work independently and as part of a team; has initiative, persistence and a positive attitude
- Ability to promote collaboration and gain consensus across stakeholders with competing perspectives and priorities
- Ability to thrive in a fast-paced environment and learn new skills quickly as needed
- Ability to think creatively, embrace new approaches or technologies, and pioneer solutions to improve operational efficiency
- Knowledge of /experience with City government landscape and current City policies / issues
- Strong knowledge of Microsoft Office products required, particularly Excel
- Knowledge of mapping software, particularly ArcGIS, QGIS or Carto, strongly preferred
- Knowledge of business intelligence software like PowerBI, preferred
- Knowledge of data analysis software, particularly R, preferred

Salary Range:
$83,981.00

To Apply:

Please send a copy of your resume, a cover letter, and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days of Appointment

The City of New York 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 welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the Mayor's Office Job's Page.

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 contacting the EEO team at EEO@cityhall.nyc.gov.