FULL TIME POSITION:
DATA ANALYST
PATHWAYS TO INDUSTRIAL AND CONSTRUCTION CAREERS
WORKFORCE DEVELOPMENT CORPORATION

About the PINCC:
On 8/2/2022, Career Services was awarded the Economic Development Administration (EDA) Good Jobs Grant in the amount of $18.6 million for Pathways to Industrial and Construction Careers (PINCC). Grant funds will be used to create sectoral partnerships leading to careers in transportation, utilities, and construction and engage a wide range of employers, unions, and industry intermediaries to serve 6,000 HRA clients. HRA will be working with sub-awardees that include the Research Foundation of CUNY, the Consortium for Worker Education (CWE), and Non-Traditional Employment for Women. This 36-month project has a Start date of October I, 2022, with services to begin April I, 2023. PINCC is a highly visible program on the national level and is supported by the Mayor's Office as well as several Deputy Mayors and the DSS Commissioner.

About Career Services:
The Department of Social Services (DSS) is comprised of the administrative units of the New York City Human Resources Administration (HRA) and the Department of Homeless Services (DHS). HRA is dedicated to fighting poverty and income inequality by providing New Yorkers in need with essential benefits such as Food Assistance and Emergency Rental Assistance. DHS is committed to preventing and addressing homelessness in New York City by employing a variety of innovative strategies to help families and individuals successfully exit shelter and return to self-sufficiency as quickly as possible.

Situated within HRA, Career Services offer Cash Assistance clients opportunities to help them increase their job skills and build a career that will lead to success and financial security. HRA's Career Services works closely with clients to find opportunities that match their skills, needs, and career goals, and help them work toward opportunities to grow and build a successful career. Career Services is comprised of four (4) units that work cohesively to monitor the Career Service Providers and many other programs. The units include the Provider, Client and Business Services unit, the Education and Youth Services Unit, the Systems Innovation and Engagement Unit and the Contracts and Budgets Unit.

About the WDC:
The WDC is an independent 501(c)(3) not-for-profit created by the City of New York (the "City") specifically for assisting the City in developing and funding workforce and economic development initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding, and managing workforce and training initiatives, and resource sharing.

Job Description:
Under the direction of the HRA Career Services Senior Labor Market Analyst and Data Scientist and in partnership with PINCC staff, the Data Analysts will be responsible for the data quality assurance, reporting, and analysis of the Pathways to Industrial and Construction Careers (PINCC) program. PINCC is a new workforce development program funded by the federal Good Jobs Challenge and is focused on the construction and industrial sectors (including transportation and utilities). It seeks to place low-income individuals served by HRA in high-demand, well-paying jobs with promising career advancement opportunities.

Specific Responsibilities:

- Coordinate and monitor the compilation and aggregation of PINCC training and program participant activity data from multiple data sources.
- Ensure data quality of PINCC activity and prepare program reports for city, state, and federal stakeholders.

- Research, document, and implement opportunities for improving the collection, coordination, and quality of PINCC program data.
- Support the PINCC program management team by identifying and producing routine reports of key performance indicators and providing ad hoc technical services.
- Partner and support other HRA staff in the analysis of the costs and effectiveness of the PINCC program and other services provided to PINCC participants.

Minimum Qualification Requirements:

- A master's degree from an accredited college or university with specialization in an appropriate field of computer science or social science, or two years of full-time data management experience in the appropriate field of specialization.
- Commitment to the mission of advancing greater equality and opportunity.
- Ability to manage a wide portfolio of projects, ranging from those that require independent initiative to others that involve cross-team collaboration.

Preferred Skills:

- Experience developing data dictionaries and/or documenting standard operating procedures.
- Experience in improving customer relationship management (CRM) tools.
- Experience in tailoring data visualization and messaging for specific audiences.
- Experience in using or eagerness to learn SAS, SPSS, Stata, SQL, R, Python, or other tools for working with large data sets.
- Experience in program evaluation.

How to Apply:
To apply for this position, please email your resume and cover letter including the following subject line:
Data Analyst_Pathways to Industrial and Construction Careers to WDCFiscal@sbs.nyc.gov

Contract Duration: 3 years from date of hire

Applicants must be authorized to work in the US

Salary Range: $ 70,611.00 - $ 86,887.00

NOTE: Only those candidates under consideration will be contacted.
If you do not have access to email, mail your resume to:
NYC Department of Small Business Services
Human Resources Unit
1 Liberty Plaza New York, New York 10006