

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>City Research Scientist III</u>	Salary:	<u>\$92,301* - (Non-City minimum) \$106,146** - (City minimum)</u>
Title Code:	<u>21744</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Performance Management & Data Analyst)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Planning & Strategic Initiatives/Data Compliance Management</u>		

Additional Information:

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.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.775 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

Under the leadership of the Office of Data Compliance Management, the Data Quality & Policy Compliance (DQPC) Unit plays a key role in support of NYC Aging's modernization efforts. DQPC focus on policy guidelines and governmental requirements, and data quality and completeness. Products include technical assistance and support with establishing a comprehensive plan for data collection, progress tracking, and improving practice-based programmatic outcomes. DQPC will work with other bureaus to integrate data quality practices into the program's operating infrastructure.

The Data Quality and Policy Compliance (DQPC) Unit seeks a motivated, organized and detail-oriented individual with excellent communication, analytic and quantitative skills to serve as a Performance Management and Data Analyst ("Analyst"). As a member of DQPC, this Analyst will actively work with program staff, senior staff and external partners to effectively review and analyze AgingSTAT's Key Performance Indicators (KPI) and data to track progress to achieving data collection and completeness goals and support the development of new data driven reports and policies that enable older New Yorkers to remain active and vibrant in their communities, or safely supported at home. This position requires someone who is comfortable working in a dynamic and fast-paced environment.

Responsibilities of this position include, but are not limited to:

- Working with various coding and/or programming platforms, including the use of data management software such as SQL, Tableau, Python, etc., to create reports from NYC Aging's data sources.
- Assist in the growth of performance management culture and continue to maintain AgingSTAT dashboard and review meetings.
- Supporting the goals of the Department through quantitative and qualitative analysis.
- Establishing projects in collaboration with internal and external partners to create data reports, analyze data, and create data completeness and collection goals.
- Developing project plans with milestones and goals on data related procedures and collection methods.
- Prepare presentation materials that include data related charts and graphs to track progress on data quality related projects for internal and external program monitoring.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

For Assignment Level I

A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

For Assignment Level II

To be appointed to Assignment Level II, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above

Preferred Skills:

- Proficiency with SQL, Tableau, Crystal Reports and/or Python; as well as knowledge of other analytic, statistical and/or data management programs/software (i.e.: R, SPSS, Access).
- Experience in leading performance management and lean improvement initiatives strongly preferred.
- At least two years of satisfactory full-time professional experience in project management, data governance, social services program evaluation or in a related area.
- Advanced knowledge of, and high proficiency with, Microsoft Excel and Word; and other Microsoft Office programs.
- Excellent analytic, communication (written and oral) and interpersonal skills.
- The ability to work quickly and accurately under pressure a plus.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #593155

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #593155

Please do not email, mail or fax your resume to NYC Aging directly.

55-a Program:

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date:	July 20, 2023	Post Until:	Filled	JVN No.	125-24-04 CW
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