

NYC OFFICE OF THE MAYOR
MAYOR'S OFFICE OF CRIMINAL JUSTICE



Position: Contract Analyst

Location: New York, New York

ORGANIZATIONAL PROFILE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness. MOCJ works with law enforcement and city agencies, non-profits, foundations, and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. To ensure effective results, the office draws on various disciplines, such as behavioral economics to "nudge" conduct and machine learning to develop reliable predictive analytics. Examples of MOCJ's work include:

- [Justice Reboot](#), making the system fairer and more efficient by safely driving down the jail population. These reforms include [reducing case processing times in the courts](#) and [making the summons process easier and more transparent](#);
- [The Mayor's Action Plan on Behavioral Health and the Criminal Justice System](#), a set of interlocking public health and public safety strategies that aim to reduce the number of people with behavioral health needs cycling through the criminal justice system;
- [The Mayor's Action Plan for Neighborhood Safety](#), a comprehensive initiative to reduce crime and strengthen neighborhoods in and around the 15 New York City Housing Authority developments that account for 20 percent of all violent crime in the City's public housing; and
- [The Mayor's Citywide Initiative to Reduce Gun Violence](#), a comprehensive, neighborhood-based strategy to prevent gun violence in 14 precincts that account for 51 percent of shootings in New York City.

JOB RESPONSIBILITIES: The Contract Analyst, under the supervision of the Agency Chief Contracting Officer, manages a number of criminal justice contracts with non-profit organizations that provide services to New Yorkers in support of our mission. Job responsibilities include, but are not limited to:

- Monitoring criminal justice contracts with non-profit organizations to assure that each vendor is meeting contractual services and performance goals. Candidates will be expected to have strong organizational skills to track vendor performance over the course of the contract term including, but not limited to, reviewing programmatic and fiscal reports, conducting site visits and providing technical support to vendors.

- Negotiating contracts that meet the policy objectives of the agency, including adherence to the agency's performance guidelines, as well as the budget constraints applicable to individual contracts. Contract negotiations involve several rounds of editing and review before completion of the final project. As such, candidates for this position will be expected to possess strong communication skills.
- Processing procurements from inception to contract execution. This entails assuring adherence to the City's Procurement Policy Board rules, creating proper documentation, and registering procurements with the New York City Comptroller's Office.
- Completing detailed performance reports for oversight agencies, such as the Mayor's Office of Contract Services.
- Auditing and processing monthly performance invoices, which requires a comprehensive understanding of contract provisions to assure the propriety of a given invoice.

PREFERRED SKILLS/QUALIFICATIONS:

- Bachelor's Degree in Public Administration, Finance, Criminal Justice, Urban Studies, Political Science or related field, plus a minimum of 2 years of relevant work experience;
- Strong proficiency in Excel and Word, required;
- Experience in contract or program monitoring, preferred;
- Strong organizational, analytical, proofreading and writing skills;
- Excellent organizational, time-management and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and within a fast-paced and team environment, paying close attention to detail, meeting deadlines and working well under pressure
- Maintaining an enthusiastic work ethic, in addition to possessing excellent interpersonal skills, which includes being able to work well with others in a diverse team/work environment.

SALARY: Commensurate with experience

TO APPLY: Submit a cover letter, resume, and three (3) references to CJCResumes@cityhall.nyc.gov. Please be sure to include "Contract Analyst" in the subject line.

New York City Residency Is Required Within 90 Days Of Appointment
The City of New York and the Office of the Mayor are Equal Opportunity Employers