

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

Position: Policy 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. The office draws on various disciplines, including 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 Policy Analyst will assist the Executive Director of the Office of Special Enforcement (OSE) with the data reporting requirements of varied quality of life matters in New York City. Historically, OSE has focused on areas including adult use locations, trademark counterfeiting bazaars, and illegal conversions of apartment buildings into hotels. OSE is seeking a Policy Analyst to review selected operations, policies, programs and practices.

The Policy Analyst will manage the collection, analysis and presentation of data and statistics from OSE's database and other databases for public reporting. This includes completing reports in an effort to monitor performance and reporting on outcomes specific to enforcement complaints and dispositions. The Policy Analyst will work with various databases and in collaboration with stakeholders to evaluate and improve program outcomes. The selected candidate will be responsible for maintaining an open communication line with MOCJ staff and will be assigned to complete special projects specific to office-funded programs.

The Policy Analyst, using a data-driven approach and at times working with the office's investigative unit, will focus in particular on how OSE carries out its enforcement responsibilities, identifying areas of

concern and opportunities for improvement. The Policy Analyst, along with other policy analysts in the unit and in MOCJ, will further develop recommendations for reforms in civil enforcement, based on best practices and other research. The Policy Analyst will also monitor and produce reports documenting the extent to which enforcement is effective.

The Policy Analyst will work with multi-disciplinary teams including auditors, investigators, data analysts, and attorneys. The successful Policy Analyst candidate will be conscientious, detail-oriented, self-motivated, and flexible enough to perform effectively both independently and as part of a multi-disciplinary team to advance the goals of both OSE and MOCJ. The selected candidate will also perform other duties as assigned.

PREFERRED SKILLS/QUALIFICATIONS:

- A baccalaureate degree from an accredited college;
- Experience with quantitative and qualitative research methods;
- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, social justice, and/or civil rights issues;
- Experience interacting with staff engaged in undercover or financial investigations, or working on investigations with other city, state, or federal agencies;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, balance competing priorities, work both with teams and independently in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure;
- Strong oral and written communication skills, including skill at public speaking and the proven ability to present results of research and analysis to both the agency and outside entities.

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 "Policy Analyst, Mayor's Office of Special Enforcement" 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