

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: CITY RESEARCH SCIENTIST	Level: II
Title Code No: 21744	Salary: Commensurate with experience
Office Title: Assistant Director of Research	Work Location: 42 Broadway
Division/Work Unit: Office of Financial Empowerment	Number of Positions: 1
Job ID: 196169	Hours/Shift: 9:00 AM to 5:00 PM

Job Description

The Department of Consumer Affairs (DCA) empowers consumers and businesses to ensure a fair and vibrant marketplace. DCA licenses and regulates over 80,000 businesses in 55 different industries, and enforces the Consumer Protection Law and other related business laws in New York City. The agency educates the public and businesses through outreach and partnerships with stakeholders throughout the City. DCA performs onsite inspections of businesses to ensure compliance with license regulations, weights and measures regulations, and the New York City Consumer Protection Law.

Effective April 1, 2014, under New York City's Earned Sick Time Act, most employers in New York City will be required to give their employees sick leave. DCA is charged with enforcement of this law. DCA is also responsible for enforcement of New York City's Transit Benefits law. Pursuant to that law, effective January 1, 2016, certain employers will be required to offer their full-time employees the opportunity to use pre-tax earnings to purchase qualified transportation fringe benefits.

The DCA Office of Financial Empowerment (DCA/OFE) is the first local government initiative in the country with the specific mission to educate, empower, and protect individuals and families with low incomes. DCA/OFE creates innovative programs, products, and services for New Yorkers so they can build assets and make the most of their financial resources. DCA/OFE's goal is to increase access to high-quality, low-cost financial education and counseling; connect individuals to safe and affordable mainstream banking products and services; improve access to income-boosting tax credits, savings, and other asset building opportunities; and enforce and improve consumer financial protections to safeguard financial stability.

DCA/OFE seeks a dynamic Assistant Director of Research to design and implement financial empowerment research and evaluation activities. Serving as a key member of the DCA/OFE Leadership Team, the Assistant Director of Research will be responsible for designing and implementing a research agenda aligned with DCA/OFE's strategic framework; leading the design of program evaluations; coordinating relationships with external researchers and contractors; overseeing data management, analyzing and reporting on DCA/OFE programs; preparing and disseminating papers, reports and major studies; and providing research support to DCA's investigation and enforcement efforts.

Duties shall include, but are not limited to:

- Develop research initiatives with a focus on addressing income inequality and engaging communities in developing solutions, using collective impact strategies, big data, and behavioral economics;
- Design research questions, methodology and analytic methods to collect and analyze data for practical application into DCA/OFE's work;
- Oversee DCA/OFE evaluations including: defining appropriate metrics for DCA/OFE initiatives, designing tools for data collection and tracking metrics, defining and analyzing outcomes, and reporting on program progress on a regular basis;

- Provide leadership in data collection, management, analysis, database system maintenance, training, and other activities related to the database used for DCA/OFE's signature Financial Empowerment Center program;
- Disseminate key findings for both DCA/OFE strategic level decisions and for external audiences and author reports, concept papers, PowerPoint and other research documents;
- Develop relationships with researchers and field experts to inform research design and develop referrals of qualified graduate students for internships and other short-term opportunities;
- Work with city agencies and partner organizations to coordinate research efforts of DCA/OFE with other research projects, and identify opportunities for collaborating on research and evaluation initiatives and design, implement, and manage those initiatives;
- Assist in developing and implementing DCA/OFE's strategic framework.

Qualification Requirements

1. For Assignment Level I (only physical, biological and environmental sciences and public health) 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.

To be appointed to Assignment Level II and above, 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.

NOTE:

Appointments to this position are subject to a minimum probationary period of one year.

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Essential Skills

- Knowledge of financial inclusion field and programmatic work required; familiarity with DCA/OFE's products and services preferred;
- Demonstrated experience with both quantitative and qualitative applied research and evaluation design and implementation; understanding of IRB protocols;
- Excellent quantitative and analytical skills; proficient in SPSS and/or STATA, Tableau and Atlas.ti and familiarity with Efforts to Outcome (ETO) software;
- Excellent verbal and written communication skills;
- Experience and comfort level in implementing diverse methodological approaches;
- Supervisory experience in effectively managing a dynamic and diverse team;
- Excellent organizational skills with strong follow-through and attention to detail;
- Ability to represent DCA/OFE well in multiple settings and contexts, to both internal and external audiences;
- Responsive to the protocols, challenges, and political sensitivities of operating within a high-profile city program;
- Strong interpersonal skills and a passion for supporting people with low incomes to build greater self-sufficiency.

To Apply

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and type “Consumer Affairs” on the search line. Then locate the Job ID number.

For Current City Employees: Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities, Careers, and search by Job ID number.

A RESUME AND COVER LETTER ARE REQUIRED.

PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 06/04/2015

Post Until: Filled

DCA and The City of New York are Equal Opportunity Employers