

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

Civil Service Title: CITY RESEARCH SCIENTIST	Level: 01
Title Code No: 21744	Salary: Commensurate with Experience
Office Title: Modeler/Data Scientist, Policy and Strategy	Work location: 42 Broadway, New York, NY
Division/Work Unit: Data Analysis and Strategic Planning	Number of Positions: 1
Job ID: 265707	Hours/Shift: 9:00 AM - 5:00 PM

Job Description

The Department of Consumer Affairs (DCA) licenses, inspects, and educates businesses, assists and informs consumers, mediates complaints, and offers free financial counseling and safe banking products. DCA enforces the Consumer Protection Law, the Paid Sick Leave Law and other related business laws throughout New York City and licenses nearly 80,000 businesses in 55 different industries. For more information, call 311 or visit DCA online at nyc.gov/consumers or on its social media sites, [Twitter](#), [Facebook](#), [Instagram](#) and [YouTube](#).

The Division of Data Analysis and Strategic Planning seeks a highly motivated, results oriented individual to serve as a Modeler/Data Scientist, Policy and Strategy. The successful candidate will possess superb quantitative and analytical skills to assist DCA in a wide variety of areas, including data analysis and mining, predictive modeling, database management, performance management and analytics, geospatial analysis, and other areas, as needed. The candidate should be extraordinarily detail-oriented and passionate about building data driven solutions to operations and policy problems. Background in statistical theory, computer science, quantitative social science and/or a related field would be ideal.

Responsibilities include, but are not limited to:

- Performing statistical analyses of agency data collected through a variety of sources for the purpose of identifying and resolving defects and inefficiencies in agency business and data quality
- Managing multiple projects and providing regular status updates, as needed
- Coordinating with internal parties and offering recommendations on business process improvements, including CAPA (corrective and preventive actions)
- Resolving quality and performance management issues through direct engagement with agency stakeholders
- Developing and maintaining a comprehensive and detailed view of agency policies and procedures across a variety of areas
- Identifying performance and outcome measures and work with agency staff to create statistical, mapping, and reporting tools to enhance Departmental operations.
- Designing and evaluating experiments.
- Building and analyzing dashboards and reports.
- Building key data sets to empower operational and exploratory analysis.
- Synthesizing data from a variety of sources to inform agency operations and executive decision making.
- Collaborating with team members to develop and implement novel methods of technical and operational analysis.
- Ensuring quality assurance protocols are implemented and strengthened as needed.
- Other related tasks, as necessary

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.

NOTE: Probationary Period

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

PLEASE NOTE: *New York City residency is 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.

Preferred Skills

- Excellent quantitative and problem-solving skills.
- Advanced working knowledge of SAS and SQL.
- Demonstrated experience maintaining and querying large database systems using business intelligence packages (e.g. SAP BusinessObjects, IBM Cognos, etc.).
- Entrepreneurial spirit with the ability to think outside the box to design and implement novel solutions.
- Ability to synthesize and distill complex information into actionable insights and recommendations.
- High to expert proficiency in Microsoft Office, particularly Excel.
- Proficiency with statistical packages like IBM SPSS or Stata.
- Strong organizational and project management skills; detail oriented with the ability to multi-task and work both independently and as part of a team.
- Excellent written and oral communication skills.
- Experience working with GIS packages, for instance ArcGIS or QGIS, is a plus.
- Experience with text mining is desirable.
- Advanced degrees (MA/MS/PhD/etc.) in Data Science, Mathematics, Applied Mathematics, Statistics, Econometrics, Engineering, Computer Science, Physics.
- 2+ years of professional experience.
- Experience manipulating large data sets through statistical software (ex. R, SAS) or other methods.

To Apply

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and search by 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: 09/30/2016

Post Until: Filled

DCA and The City of New York is an Equal Opportunity Employer