

REPOST

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Salary: \$61,031-\$70,000 Frequency: ANNUAL
Business Title: Data Analyst	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 2
Job ID: 236870	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.</p> <p>The DOC seeks to recruit Data Analysts to support the Chief of Staff. Under executive direction and with latitude to exercise independent judgment, the incumbents will be responsible for managing and performing data analysis and reporting. The candidates recruited will analyze trends, identify areas for improvement, and verify results for accuracy; meet restrictive deadlines; oversee and partake in special projects pertaining to data analytics; liaise with initiative owners across the department to complete projects; analyze lead indicators and correlations within various programs, operations and business initiatives; serve as a subject matter experts on available or necessary data elements and for complex statistical analysis; design and develop reports, schedules and charts to translate data results into actionable insights; communicate and present data analysis to senior leadership; design and implement reports that track key business metrics; and perform related duties as assigned.</p>	
Qualification Requirements	
<ol style="list-style-type: none"> 1. A master's degree from an accredited university or college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in a direct analytical capacity, with managerial, administrative or supervisory roles over multiple projects related to budget, program, statistical, or trend analysis; or 2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of experience in managerial, administrative or supervisory project roles as described in 1 above. 	
Special Note	
Must have taken Administrative Staff Analyst Exam #5011 or be a permanent Administrative Staff Analyst to apply.	
Preferred Skills	
<p>Knowledge of statistics and experience using statistical packages and programs for analyzing data sets (Access, Excel, SPSS, etc.); Strong analytical skills with the ability to collect, organize, analyze and disseminate information with attention to detail and accuracy; MS Office Proficiency (Word, PowerPoint, Outlook, Excel); Excellent verbal, written communication and data presentation skills; Demonstrated analytical and problem solving skills; Knowledge of data mining, statistical concepts, modeling and predictive Analytics; Ability to maintain a high level of confidentiality.</p>	
Residency Requirements	
<p>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.</p>	
To Apply	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 236870 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 236870 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 4/13/16	Post Until: 6/20/16

The City of New York and the Department of Correction are Equal Opportunity Employers