

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

<b>Civil Service Title:</b> Community Coordinator	<b>Level:</b> N/A
<b>Title Code No:</b> 56058	<b>Salary:</b> \$61,031-\$70,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Data Analyst	<b>Work location:</b> 75-20 Astoria Boulevard, East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Office of the Commissioner	<b>Number of Positions:</b> 1
<b>Job ID:</b> 242821	<b>Hours/Shift:</b> Day Tour

**Job Description**

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 12 inmate facilities, nine 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.

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.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

**Preferred Skills**

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.

**Residency Requirements**

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.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID# 242821  
For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 242821  
Submission of a resume is not a guarantee that you will receive an interview.  
Only candidates under consideration will be contacted.

<b>Post Date:</b> 6/8/16	<b>Post Until:</b> 11/4/16
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**The City of New York and the Department of Correction are Equal Opportunity Employers**