

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$60,000-\$70,000 Frequency: ANNUAL
Business Title: Data Analyst	Work location: 150 East 4 th Street (Riker Island) East Elmhurst, NY 11370
Division/Work Unit: Quality Assurance and Integrity – Nunez Compliance Unit	Number of Positions: 1
Job ID: 264584	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 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.</p> <p>The DOC seeks to recruit Data Analysts to support the Nunez Compliance Unit. 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> <p>The Data Analysts are required to collect/receive data, from multiple sources, including MS Excel and non-database sources, create relational databases, and produce outcome results and reports. They must have the proven ability to create relational databases including connecting to and manipulating data, working with tables, joins, basic relational algebra, and SQL queries. Microsoft Access will be the core tool used to document, connect relationships, and display reports that demonstrate outcomes. Additionally, analytical thinking including the ability to translate real-world phenomena into quantitative representations and, conversely, the ability to interpret quantitative representations with practical explanations, must be displayed.</p> <p>The Data Analysts will be collecting/receiving data from MS Excel and hard-copied printed material. MS Access will be used to create a data entry point, illustrate relationships, and produce outcome reports of the collected data. The Data Analysts will be expected to possess the foundation of the required software skills, including the ability to create/teach systems that a novice can utilize.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 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	
<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# 264584 For all other applicants: Go to www.nyc.gov/careers and search for Job ID# 264584 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 9/23/16	Post Until: 10/7/16

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