

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

Civil Service Title: Community Coordinator	Level: N/A
Title Code No: 56058	Salary: \$55,000.00 - \$75,000.00 Frequency: Annual
Business Title: Research Analyst	Work Location: Rikers Island East Elmhurst, New York 11370
Division/Work Unit: Intelligence Bureau	Number of Positions: 2
Job ID: 255071	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Correction has a unique and exciting career opportunity for an experienced Research Analyst to perform research, data reporting and analysis. Under executive direction and with latitude to exercise independent judgment, the incumbent will take a lead role in researching and expanding the data analysis, reporting and performance measurement systems of the Correction Intelligence Bureau; oversee research and analytical support at all project phases, including planning design, development, testing and the automation of reporting systems; determine the data and measurement needs of program areas to effectively manage programs and plan strategies for improvement; collaborate with program areas to understand operational flows, which may include site visits and interviewing senior program staff; work with program areas and Management Information Systems (MIS) to determine availability and feasibility of data; utilize both program and administrative data for the development of report indicators that measure administrative efficiencies and program outcomes; and perform related duties as assigned.</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	
<ul style="list-style-type: none"> • Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills; • Ability to gather sensitive information and maintain confidentiality. 	
Residency Requirement	
<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# 255071 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 255071 Submission of a resume is not a guarantee that you will receive an interview.</p>	
Only candidates under consideration will be contacted.	
Posting Date: 8/23/16	Post Until: 9/6/16

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