

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

Civil Service Title: City Research Specialist	Level: III
Title Code No: 21744	Salary: \$76,340.00 - \$95,000.00 Frequency: Annual
Business Title: Senior Research Analyst	Work Location: Rikers Island East Elmhurst, New York 11370
Division/Work Unit: Intelligence Bureau	Number of Positions: 1
Job ID: 255111	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a unique and exciting career opportunity for an experienced Senior 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.

Minimum 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.
To be appointed to Assignment Level II and above, candidates must have:
 1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
 2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

Note

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

Preferred Skills

- Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;
- Ability to gather sensitive information and maintain confidentiality.
- 18 months of administrative, managerial, executive or supervisory capacity experience.
- Clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation for resources and the scheduling and assignment of work.

Residency Requirement

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 and search for Job ID# 255111

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 255111

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Posting Date: 8/22/16	Post Until: 9/5/16
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