



Labor Program Initiative (LPI) Data Analyst

JOB NUMBER: 15630

ORGANIZATIONAL PROFILE: The Mayor's Office of Contract Services (MOCS) has compliance and oversight responsibility in the NYC procurement process, and helps City agencies to achieve their programmatic goals; to provide technical and legal assistance to agencies and vendors; and to constantly improve contract management practices. Several labor compliance requirements impact the City and its contractors. The City is subject to prevailing wage requirements (Davis Bacon Act, LL 220, LL 230) and Project Labor Agreements (PLA). In order to further support the contract management functions for agencies that contract with construction industry vendors, the City is looking to implement a tool to assist agencies to track payroll collection for prime contractors and subcontractors and perform data analysis for labor compliance.

JOB DESCRIPTION: The Labor Program Initiatives (LPI) Data Analyst will be responsible for assisting the unit with administration of a wide range of compliance and policy issues including: Prevailing Wage, Apprenticeship initiatives and Project Labor Agreements (PLAs). As part of the Labor team, essential duties will include:

- Manage data-related projects with a focus on programs under the Labor Program Initiatives
- Assist with collection and analysis of data relating to labor issues within City procurement
- Through data collection and analysis, assist with the development of policies and programs
- Work with agencies to implement and comply with such policies and programs
- Plan, coordinate and assist special events and conferences in partnership with other City agencies related to labor issues
- Provide training to agency representatives and stakeholders
- Prepare reports as required by unit Director
- Assist unit personnel with outreach and technical support to both agencies and vendors
- Work with the Labor team in developing and implementing the overall strategic plan, organizational goals and objectives
- Participate on special project teams and attend unit staff meetings. For example, the LPI Data Analyst will support the planning, design, procurement and implementation of an enterprise IT system for Labor Compliance tracking. The ideal candidate has at least 5 years of experience in IT, at least 2 years of experience as a business analyst.

Perform other duties appropriate to the job as assigned.

SKILLS AND QUALIFICATIONS:

- A master's degree from an accredited college in economics, business or public administration, management science, operations research, organizational behavior, industrial psychology, statistics, sociology, political science, mathematics, public policy, computer science or a closely related field; with at least two (2) years of related work experience; OR
- A baccalaureate degree from an accredited college and demonstrated equivalent expertise in a responsible supervisory, administrative or research capacity in the appropriate field of specialization, with at least five (5) years of related work experience;
- Strong quantitative and problem-solving skills; experience with empirical methods and data analytics including working with large, complex micro - data sets, building applied statistics or econometrics models, and/or conducting research;
- Ability to take initiative, prioritize duties, problem solve, work independently and within a team environment, pay close attention to detail, meet deadlines, do appropriate follow-up, work well under

pressure and maintain an enthusiastic work ethic. This includes maintaining a positive and helpful attitude and a proven capacity in project management skills, including organizing and strategic planning;

- Ability to think outside of the box and develop novel strategies for analysis. This includes the ability to distill complex material into actionable recommendations.
 - Excellent written and oral communication skills;
 - Ability to interface with all supervisory and frontline staff, including senior management and other respective stakeholders both in and outside government;
 - Understanding of Software Development Life Cycle (SDLC), requirements gathering, database development and design, and testing is of interest;
 - Proficiency in SAS, STATA, SQL, R, SPSS (and/or other statistical software), Python or other programming languages;
 - Proficiency in MS Excel (Pivot, Advanced functions: INDEX/MATCH, VLOOKUP, HLOOKUP, etc.), MS Access, MS Project, Visio and other products in MS Suite;
 - Excellent interpersonal skills with proven ability to effectively interact with a wide variety of internal and external stakeholders.
 - Experience working with data and presenting results.
 - Ability to speaking comfortably in public and to provide effective training and routine technical assistance to agency representatives.
 - Ability to work independently and meet deadlines.
 - Excellent oral and written communication skills.
- Proficient in MS Word, Excel and PowerPoint.

Preferred Qualifications

Candidates with one or more of the following qualifications are preferred and will be considered first:

- Experience with commercial-off-the-shelf (COTS) solutions, such as case management, rules engines, document/content management, enterprise resource planning (ERP), customer relationship management (CRM), and/or enterprise permitting and licensing (ELP);
- General knowledge of the following labor issues is a plus: Prevailing Wage compliance in New York City (under NYS Law Section 220 & 230), Apprenticeship initiatives and Project Labor Agreements (PLA).

SALARY: Commensurate with experience.

TO APPLY: Please submit a resume, cover letter and three (3) references to: [Candidate Application](#)

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers