

NYC OFFICE OF THE MAYOR

OFFICE OF CONTRACT SERVICES

RESEARCH & IT ANALYST (DATA ANALYTICS)

JOB NUMBER: 14273

ORGANIZATIONAL PROFILE: The [Mayor's Office of Contract Services](#) (MOCS) supports the procurement activities of City agencies; maintains a comprehensive contract information system known as VENDEX; provides online access to public contract information through its Public Access Center; directs the City's procurement reform, streamlining and new technology efforts; fosters contacts with the vendor community; and administers public hearings for contracts, real property, franchises and concessions, and in rem property foreclosure releases. The Director is the City Chief Procurement Officer.

JOB DESCRIPTION: The incumbent will report to the Deputy Director of Research & IT and with wide latitude for independent judgment will perform the following job responsibilities, which include and are not limited to:

- Manage data-related projects which may include the Annual Procurement Indicators report, including agency Minority and Women Business Enterprise (M/WBE) utilization, local food purchasing, contract retroactivity, environmentally preferable procurement, apprenticeship, procurement cycle time, and compliance with other laws, executive orders, and policy directives;
- Manipulating and analyzing technical data from city agencies in order to predict catastrophic outcomes and prioritize inspection and audit resources;
- Collaborating with team members to develop novel strategies for technical analysis;
- Developing detailed methodologies in order to allow successful projects to be transferred and automated by client agencies. This includes the ability to translate data into insight;
- Partnering with units within MOCS and other City agencies to create data solutions to streamline the procurement process, broadening competition and increasing vendors' ability and capacity to do business with New York City. This includes, but is not limited to, creating and presenting compelling reports to stakeholders based upon project findings and methods.

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 one (1) 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 three (3) 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;
- Critical and proactive thinker with capacity to learn programming languages will be strongly considered.
- Interest in New York City policy and operations, a plus.

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