



# COMMISSION ON HUMAN RIGHTS

## JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE: CITY RESEARCH SCIENTIST</b>	<b>LEVEL: 02</b>
<b>TITLE CODE NO: 21744</b>	<b>SALARY: \$70,288-\$82,244</b>
<b>OFFICE TITLE: DATA ANALYST</b>	<b>WORK LOCATION: VARIOUS LOCATIONS</b>
<b>HOURS/SHIFT: DAY, 9-5; ON OCCASION, CANDIDATES WILL BE REQUIRED TO WORK EVENINGS AND/OR ON WEEKENDS TO SUPPORT THE DUTIES OF THE POSITION.</b>	

### Job Description

The Commission on Human Rights (the Commission) is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. Through its Law Enforcement Bureau (LEB), the Commission accepts claims filed by the public, and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL. The Commission’s Community Relations Bureau (CRB) is empowered to take action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. Both bureaus collaborate closely to work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

The Commission’s Law Enforcement Bureau seeks a Data Analyst to spearhead a new role at the agency focusing on the development, implementation, and evaluation of data management programs and platforms, as well as overseeing data collection and promptly generating accurate internal reports to numerous business heads as needed. The Data Analyst will also advise, as needed, on data governance.

#### Responsibilities:

- Work in tandem with designated Commission staff, including but not limited to the Commission’s Chief Information Officer, Deputy Commissioner for the Law Enforcement Bureau, and the General Counsel to develop database solutions designed to address both internal and external data management and reporting needs.
- Advise, as needed, on data governance procedures that include data quality monitoring and data integrity.
- Provide continuous, day-to-day oversight functioning of databases, including training staff and monitoring performance to improve the input and reporting of data

throughout the agency.

- Design and ensure ongoing quality control procedures to identify improvements in the business process, database structure and/or application design, including assuring data integrity and identify human error in data inputting.
- Advise Commission staff on how to develop reports for external and internal reporting requirements as required by Commission staff.
- Create data visualizations to clearly communicate key metrics that will inform the Commission's strategic direction.
- Interpret data, identify trends and provide ongoing reports to stakeholders.
- Under supervision of the Commission's Chief Information Officer, Deputy Commission for LEB, and General Counsel, acquire data from multiple data sources and maintain databases/data systems.

### **Qualification Requirements**

#### **Minimum Qualifications:**

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.

#### **Preferred Skills**

- Familiarity with maintaining, creating, and troubleshooting case tracking systems and databases in a legal context, including but not limited to e-discovery or other systems that contain sensitive and confidential information.
- Familiarity with managing data for legal organizations.
- Knowledge of data models, database design development, data mining and segmentation techniques.
- Strong knowledge of and experience with reporting tools such as Excel, SQL, Python, R, PowerBI.
- Strong statistical and analytical skills with the ability to collect, organize, analyze, and

disseminate significant amounts of information with attention to detail and accuracy.

- BS in Mathematics, Computer Science, Information Management or Statistics preferred.
- Commitment to and experience serving the diverse communities of New York City.
- Well-organized, assertive, and able to work independently and collaboratively.
- Strong work ethic.
- Excellent attention to detail and organizational skills.
- Strong oral and written communication skills.
- Strong people skills and leadership skills.
- Fluency in a language other than English, preferably one common in New York City.
- Proven working experience as a data analyst or business data analyst.

### To Apply

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID #: **364334**

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #: **364334**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED, SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.**

**\*\*NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. \*\***

**New York City Residency is Required Within 90 Days of Appointment.**

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.

**THE NYC COMMISSION ON HUMAN RIGHTS IS AN  
EQUAL OPPORTUNITY EMPLOYER**

POST DATE: 09/06/2018

POST 09/19/2018