City of New York
DEPARTMENT OF INVESTIGATION
Intern Vacancy Notice *Updated*

Intern Title: Data Analyst Intern	**Intern ID:** 0009	**Work location:** 180 Maiden Lane

Intern Description

As of August 2, 2021, all new interns must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

DOI seeks a Data Analyst intern who will assist the Data Analytics Unit in its activities to support Investigators across multiple Squads. The role of the intern will include the collection, transformation and analysis of data. In performing such duties, the intern will have to seek resources for information such as publicly available repositories, repositories from other agencies, request for data from other parties, etc. Once data is acquired, he/she will be expected to load the data into a database and analyze it for accuracy and completeness. After all checks have been made, further exploratory analysis should be conducted such as identifying outliers. The intern will be required to clearly articulate all steps taken to acquire, load, transform and analyze the data.

If selected, the intern will be fingerprinted and undergo a background investigation. In addition, for positions that have a law enforcement and/or investigative function, the candidate's consumer credit history will be reviewed during the background investigation, and as otherwise permitted by NYC Administrative Code § 8-107(24)(b)(2)(A)

This is an unpaid internship.

Essential Duties:

- Work collaboratively with the Data Analytics Unit and DOI investigators
- Ensure the collection, management, and analysis of quality data from external sources.
- Conduct quality assurance of data.
- Maintain, summarize, and report on outcomes of data searches.
- Present work in a cogent manner through detailed reports.

Required Knowledge, Skills, and Abilities:

- Ability to work efficiently and multi-task in a collaborative environment as well as independently.
- Possess critical thinking and problem-solving skills
- Understanding of basic statistical analysis techniques such identifying mean, median, mode.
- Basic knowledge of relational databases.
- Advanced Excel skills including working with formulas, pivot tables, and conditional formatting
- Hands on basic programing skills in any mainstream language (i.e.; Python, C#, Java, VBA, etc.). Understanding of variables, data types, and functions.

Post Date: 9/272022	**Post Until:** 11/30/2022

The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.