

**Position:** DATA AND PROCESS ANALYST

**Location:** New York, NY

**Job Number:** **311094**

### **ORGANIZATIONAL PROFILE:**

The Mayor's Office of Operations oversees the daily operations of City agencies, coordinates City initiatives, and assists agencies in improving service quality and delivery. The Strategic Management Team manages projects of significance to the Mayor and City Hall senior staff. These projects focus on improving the efficiency and effectiveness of intra- and inter-agency operations. The Strategic Management team supports the work of Operations staff on these projects through analyses and technology solutions.

### **JOB RESPONSIBILITIES:**

The successful candidate will serve as a Data and Process Analyst reporting to the Mayor's Office of Operations. Responsibilities will include:

- Conduct analyses to discover useful insight into a wide range of subjects, suggesting conclusions, making recommendations for improvement, and supporting evidence-based decisions;
- Create data visualizations to communicate complex ideas;
- Manage the assessment of opportunities and determine the analytical approaches to complex business problems;
- Oversee the development, testing, implementation and maintenance of statistical models;
- Advocate the use of data to improve decision-making and promote standards and best practices when working with data;
- Prepare senior level reports for executive management;
- Work alongside agency partners to identify project opportunities, build an analytical community, and ensure adoption of analytical tools and processes;
- Maintain regular communication with the user base of citywide analytical tools about training opportunities, system changes, and new programs.

### **PREFERRED SKILLS AND/OR QUALIFICATIONS:**

The preferred candidate should possess the following:

- A Bachelor's and/or Master's Degree, in addition to 2 years+ of professional experience;
- Experience which demonstrates a proven record of providing analytical and/or technical assistant for complex, interdisciplinary projects involving multiple stakeholders;
- Experience mediating among groups with competing perspectives and implementing projects that improve operational efficiency preferred;
- An understanding of urban issues, especially New York City government and current city affairs/politics;

- An understanding of New York City's operational agencies;
- Ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems;
- Flexibility, multi-tasking capability, and enthusiastic work ethic;
- Strong written, verbal and interpersonal communication skills;
- Advanced knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint, MS Project)

**SALARY:** Commensurate with experience.

**TO APPLY:** Submit a cover letter, resume, and three references to [Candidate Application](#).

**THE CITY OF NEW YORK AND THE OFFICE OF THE MAYOR ARE EQUAL OPPORTUNITY  
EMPLOYERS**

**NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

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