POSITION AVAILABLE

<table>
<thead>
<tr>
<th>Office Title: Senior Data Analyst</th>
<th>Civil Service Title: Administrative Staff Analyst</th>
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<tbody>
<tr>
<td>Level: NM</td>
<td>Salary Range: $84,451 - $95,000</td>
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<tr>
<td>Division / Work Unit: Capital Planning Division</td>
<td>Number of Positions: 1</td>
</tr>
<tr>
<td>Job ID: 550450</td>
<td>Hours / Shift: Mon – Fri (9am – 5pm)</td>
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<tr>
<td>Position Status: Full-Time / Permanent</td>
<td>Application Deadline: Until filled</td>
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DISCLAIMER: The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.

NOTE: ONLY CANDIDATES WHO HAVE A PERMANENT ADMINISTRATIVE STAFF ANALYST OR COMPARABLE CIVIL SERVICE TITLE WILL BE CONSIDERED FOR AN INTERVIEW. PLEASE INCLUDE YOUR EMPLOYEE IDENTIFICATION NUMBER (EIN) WHEN APPLYING AND INDICATE IN YOUR COVER LETTER IF YOU ARE A PERMANENT ADMINISTRATIVE STAFF ANALYST OR IN A COMPARABLE TITLE.

THE AGENCY

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable citywide and sharing its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP’s six strategic objectives are: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness, and responsiveness in land use reviews; and (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy and helping administer the Neighborhood Development Fund, which is geared toward ensuring that growing neighborhoods undergoing a rezoning have accompanying infrastructure investments.

DCP is a great place to work – cultivating intellectual inspiration, professional development, and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.
THE DIVISION
The Capital Planning team works to foster more collaborative and equitable capital planning through data analytics, technology, and strategic coordination with agency partners.

City agencies are planning to invest over $133 billion in New York City’s infrastructure and buildings over the next decade. The Capital Planning team supports City agencies as they strategically plan their facility siting and infrastructure investments. We do this by reforming existing processes, developing capital investment programs, and disseminating data-driven planning analytics. We are responsible for integrating planning perspectives into the City’s capital budget planning and decision-making processes.

Our work supports the City’s capital investment in a variety of keyways:

- We work alongside planners in the City’s capital agencies and City Planning’s borough offices to shape specific projects that complement neighborhood plans through the Strategy for Equity and Economic Development (SEED) Fund.
- We inform capital budget priorities by jointly developing the City’s Ten-Year Capital Strategy with OMB and evaluating the effect that capital investments have on neighborhoods with an eye towards growth and equity.
- We inform and support how partner agencies approach facilities planning, such as providing the School Construction Authority with data inputs and insights for school seat need planning, ensuring that the appropriate community facilities data is used for environmental review, and compiling agency needs for inclusion in the Citywide Statement of Needs.
- We foster the use of technology tools in integrated capital planning decisions, including the Capital Planning Explorer, to improve collaboration and outcomes.

We are a tight-knit team of planners, analysts, policy advisors, and technologists operating in a fast-paced environment to fundamentally improve capital planning, budget prioritization, and decision-making in support of top City priorities.

THE ROLE
Capital Planning is seeking a motivated and intellectually curious Senior Data Analyst to help advance the City’s thinking and processes for capital investment. The person in this role will move forward existing workstreams and be pivotal in the development of new workstreams, serve as a key thought partner across the team’s work program, and be core in the team’s collaboration with our various stakeholders. The person in this role will be tasked with advancing data-driven analysis that incorporates an equity lens to better inform decision-making. This will consistently involve overseeing staff with quantitative and technical skillsets and collaboration with colleagues with varying degrees of these skillsets.

The Senior Data Analyst will perform the following functions:

- **Data and Analytics** | Direct and execute technical work, often within teams, that includes conducting academic-style research; creating, taming, and maintaining datasets; bringing structure to data that enables analysis; using data sources to make discoveries; drawing persuasive insights; and creating deliverables that make compelling arguments based on research and data.
- **Project Management** | Manage or oversee complex, priority projects to ensure that goals support the broader City Planning work program and planning priorities across City agencies and that timelines are properly communicated and met.
- **Team Leadership** | Provide thought leadership throughout our work program by establishing data connections across workstreams, upholding, and improving best practices, finding ways to improve our approach to data structure and analysis, and managing and coaching colleagues. Additionally, you’ll be looked to as a valued thought partner on the team’s workstreams beyond your technical expertise.
- **Agency Liaison** | Serve as a resource to City Planning’s five borough offices and central planning divisions, providing data analyses and information to inform their core work through an infrastructure investment and facilities siting perspective.
• **Interagency Coordination** | Maintain strong working relationships with more than two dozen capital agencies, mayoral offices, and City Hall to advance the integration of City Planning’s perspectives into interagency capital planning processes and decision-making.

**PREFERRED SKILLS**

- Firm foundation in data analytics, including programming concepts and data structure, and experience coaching others and supervising complex analytical projects over extended periods of time (our team uses python, SQL, ArcGIS, Carto, Tableau, Excel models, and other tools)
- Understand how to translate quantitative analysis into key insights for strategic leaders, including through presentations and data visualizations that communicate information simply
- Ability to identify datasets of value for our workstreams and apply independent judgement to how different information resources could be combined to better understand city capital needs
- Ability to manage portfolio of complex projects that require coordination among multiple stakeholders over extended periods of time
- Skillful at building relationships within and outside your organization from senior executive to junior analyst levels, and understand how to cultivate advocates and influence opinions
- Self-starter and able to take the initiative to act as a change agent
- Solid foundation in math, statistics, probability, and computer science
- Passionate about helping cities operate more equitably, strategically, and efficiently, and understanding how good infrastructure planning can support a successful neighborhood and city (no formal training or previous experience in the field of urban planning is necessary)
- Bachelor’s degree with 4+ years of work experience in relevant field (or 3+ years with a graduate degree) is preferred, particularly in fields such as analytics, data science, engineering, information systems, project finance, or urban planning
- Experience supervising 1-3 people is a plus
- Previous experience in local, state, or federal government infrastructure projects or policy is a plus

**MINIMUM REQUIREMENTS:**

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

1. A master’s degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.
TO APPLY: All applications must be submitted through the NYC Careers / ESS Website

City Employees – Click here to apply directly
1. Log in to ESS.
2. Search for job ID number: 550450
3. Click on the job business title: Senior Data Analyst
4. Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

As of August 2, 2021, all new hires 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.

PLEASE NOTE: 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 a Human Capital representative.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual’s sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/student loans.