

CIVIL SERVICE TITLE: City Research Scientist- Level 4A	TITLE CODE NO.: 21744-L4A
OFFICE TITLE: Director of Analytics	SALARY: \$85,211-\$110,522 (Annual)
DIVISION/WORK UNIT: Program Integration Evaluation (PIE)	WORK LOCATION: 2 Lafayette Street, New York, NY 10007
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) support youth and community services through contracts with a broad network of community-based organizations (CBOs). DYCD’s central task is to administer available city, state, and federal funds to a wide range of innovative, practical, and quality programs that positively impact youth and communities. DYCD’s funding model includes services supported by capacity building and evaluation.

In March 2014, DYCD Commissioner formed the Bureau of Planning, Program Integration and Evaluation. This Division will be responsible for planning, coordinating and evaluating initiatives that bridge DYCD programs within the agency; among DYCD-funded programs in neighborhoods across the City; and form partnerships with other City agencies and nonprofits to pilot and refine new service delivery methods to improve individual and community outcomes. Comprised of the departments of Capacity Building, Evaluation and Planning, Research and Program Development, the Bureau Capacity Building and works with all DYCD programmatic and support units (Fiscal, HR, Legal and Procurement).

The primary role of the Director of Analytics is to translate data into insight. S/he will serve as the primary thought leader and analyst, allowing the division to aggregate and analyze data from across DYCD and between DYCD and key agency partners. The successful candidate will join the team of the Division of Planning, Program Integration and Evaluation. The Divisions primary goal is to support more efficient and effective service delivery through DYCD’s system of programs. Intellectual curiosity, flexibility and the ability to work with a variety of people is needed.

Specific responsibilities will vary, but will typically entail producing quantitative analysis to support on-going projects; agency-specific pilots programs; requests from senior management in DYCD and other duties as assigned. Key Responsibilities:

- Leverage the data and insight generated by the agency applications to drive programmatic decisions, effectiveness and identify future service opportunities.
- Manipulate and analyze data from DYCD’s various programs areas and from agency partners in order to inform planning and decision making; Interpret trends or patterns in complex data sets to draw conclusions.
- Conduct data quality, data governance and data reconciliation checks.
- Work with the Program and IT teams to extract, transform, and load data.
- Collaborate with team members to develop novel strategies for analysis.
- Create and present compelling reports to stakeholders based on project findings and methods using rich interactive graphics, data visualizations and charting, designing, developing and supporting interactive data visualizations.

PREFERRED SKILLS:

- 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 problem solve, while balancing competing priorities, complex situations and tight deadlines
- Ability to distill complex material into actionable recommendations
- Strong high end design experience with presentations, dashboards and visualizations
- Demonstrated ability to use data to influence decision making
- Technical Analysis and pattern recognition
- Data processing, analysis, and data modeling
- Database principles, processes, technologies, and tools (data modeling, design)
- Data Modeling and Mapping tools (Toad, ER Studio, Visio, GIS)

MINIMUM QUALIFICATIONS:

1. For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health. To be appointed to Assignment Level II and above, candidates must have:
 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.

NOTE:

Probationary Period:

Appointments to this position are subject to a minimum probationary period of **one year**.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT
Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID

#220226

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER
CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 10/26/2015

POST UNTIL: Filled

JOB ID: 220226

The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.