Full Time Position:  
Analyst, Mayor’s Office of Data Analytics

**JOB DESCRIPTION**  
The successful candidate will serve as an analyst reporting to the Mayor’s Office of Data Analytics (MODA). The mission of MODA is to deliver actionable insight and quantitative support to New York City through data analytics. Through analytics and subject matter expertise, we aim to

1) Support more efficient and effective delivery of services to New Yorkers for greater equity, safety and quality of life; and
2) Grow and advance analytics throughout the City

Our work touches virtually every urban issue, including safety, physical infrastructure, economic development, social services, and quality of life. Depending on the needs of the City in different situations, MODA plays the role of strategic advisor, analyst, technical resource, and data evangelist to a host of internal and external clients and partners.

The primary role of the analyst is to translate data into insight. Specific responsibilities will vary, but will typically entail producing quantitative analysis to support on-going projects, agency-specific pilot programs, requests from senior City officials, and other duties as assigned by the Chief Analytics Officer.

There is no typical day for an analyst at MODA. Analysts must have a broad range of skills, but above all, they must be curious, flexible thinkers who love learning new things and tackling challenges on a daily basis.

**Key Responsibilities:**
- Manipulate and analyze technical data from city agencies in order to predict outcomes of interest and prioritize inspection and audit resources
- Apply statistical and data mining techniques to conduct fraud detection, trend analysis, and predictive analytics using acquired data
- Collaborate with team members to develop novel strategies for technical analysis
- Develop detailed methodologies in order to allow successful projects to be transferred and automated by client agencies
- Create and present compelling reports to stakeholders based upon project findings and methods
- Special projects and initiatives as assigned

**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 think outside of the box and develop novel strategies for analysis
- Ability to distill complex material into actionable recommendations
• Excellent written and oral communication skills
• Energetic and resourceful, organized and results-oriented; self-starter and team player
• Comfortable interfacing with senior management and stakeholders
• Proficiency in SAS, STATA, SQL, R, SPSS (and/or other statistical software), ArcGIS (or other GIS programs), Python or other programming languages
• Interest in New York City policy and operations

QUALIFICATIONS:
(1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field;

–or–

(2) A four year high school diploma or its educational equivalent plus (3) years of satisfactory fulltime computer programming experience;

– or –

(3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to one year of the experience required in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) credits from an accredited college or graduate school in computer science or a related computer field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school) may be substituted for one year of experience. However, all candidates who attempt to qualify under option (3) must have at least a four year high school diploma or its educational equivalent and at least (1) year of satisfactory full-time computer programming experience.

To apply, please go to www.nyc.gov/careers/search and search for Job ID #172461

NOTE: SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW.

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City of New York
Department of Information Technology & Telecommunications
Job Posting Notice

Civil Service Title: Computer Programmer Analyst
Title Code No: 13651
Level: 02
Salary: $52,699/$60,604 - $73,837

Business Title: MODA Data Analyst
Division/Work Unit: Mayor's Office of Data Analytics (MODA)

Job ID: 172461
Hours/Shift: Day
Number of Positions: 4
Work Location: NY, NY

Job Description
DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The successful candidate will serve as a Data Analyst reporting to the Mayor's Office of Data Analytics (MODA). The mission of MODA is to deliver actionable insight and quantitative support to New York City through data analytics. Specific responsibilities will vary, but will typically entail producing quantitative analysis to support on-going projects, agency-specific pilot programs, requests from senior City officials, and other duties as assigned by the Chief Analytics Officer. Responsibilities will include: Manipulate and analyze technical data from city agencies in order to predict outcomes and prioritize inspection and audit resources; apply statistical and data mining techniques to conduct fraud detection, trend analysis, and predictive analytics using acquired data; collaborate with team members to develop novel strategies for technical analysis; develop detailed methods in order to allow successful projects to be transferred and automated by client agencies; and create and present compelling reports to stakeholders based upon project findings and methods. The work touches virtually every urban issue, including safety, physical infrastructure, economic development, social services, and quality of life. Depending on the needs of the City in different situations, MODA plays the role of strategic advisor, analyst, technical resource, and data advocate to a host of internal and external clients and partners.

Minimum Qualification Requirements

(1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field;

or

(2) A four year high school diploma or its educational equivalent plus (3) years of satisfactory fulltime computer programming experience;

or

(3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to one year of the experience required in (2) above on the basis that sixty (60) semester credits from an accredited college is equivalent to one year of experience. In addition, twenty-four (24) credits from an accredited college or graduate school in computer science or a related computer field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school) may be substituted for one year of experience. However, all candidates who attempt to qualify under option (3) must have at least a four year high school diploma or its educational equivalent and at least (1) year of satisfactory full-time computer programming experience.

Some examples of unacceptable experience are: End users of a computer system, program or software package; experience in the areas of end user computer technical support, computer operations, data entry/data retrieval, quality assurance (QA); end user hardware installation; end user help desk; teaching, telecommunications, experience in Microsoft Office Suite/Back Office products.

Preferred Skills

The successful candidate should possess the following: 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 think outside of the box and develop novel strategies for analysis; ability to distill complex material into actionable recommendations; excellent written and oral communication skills; energetic and resourceful, organized and results-oriented; self-starter and team player; comfortable interfacing with senior management and stakeholders; proficiency in SAS, STATA, SQL, R, SPSS (and/or other statistical software), ArcGIS (or other GIS programs), Python or other programming languages; interest in New York City policy and operations.

To Apply
For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #172461
For all other applicants, please go to www.nyc.gov/careers/search and search for Job ID #172461

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT

Posting Date: November 6, 2014
Post Until: Filled

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