

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Policy Analyst (Education)</b>
<b>Salary:</b>	<b>\$65,000 - \$80,000</b>
<b>Bureau/Division:</b>	<b>Executive/Policy</b>
<b>Period:</b>	<b>June 1, 2015 - Until Filled</b>

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**JOB DESCRIPTION**

The office of Comptroller Scott M. Stringer seeks an Education Policy Analyst to assist in developing and implementing the public policy priorities of the office. The Policy Analyst will report to the Assistant Comptroller for Policy and Research and be part of a seven-person policy team within the office. The Policy Analyst will work on a variety of subject areas and will be the office's primary point of contact for education at all levels (Pre-K, grade school, college, and workforce/adult education).

The position requires the ability to quickly analyze both breaking news developments affecting the people of the City of New York and develop solutions to longstanding policy challenges confronting communities throughout the five boroughs. Applicants should be prepared to research and write reports that advance the Comptroller's policy agenda and follow up those reports with a multi-prolonged strategy to achieve stated recommendations, including, but not limited to, legislative advocacy, community organizing, and online campaigns.

The Policy Analyst's responsibilities include:

- Self-directed research of policy matters using original source material and primary documents, including the City's key management and budget documents;
- Writing in-depth policy reports based on original empirical research;
- Maintaining a working network of outside sources including public interest advocates and government colleagues for the purpose of forming policy research ideas and conclusions and organizing advocacy campaigns in support of our recommendations;
- Current and timely command of the City, State, and Federal policy developments in assigned areas of responsibility;
- Answering questions on breaking developments in City and State government;
- Identifying emerging issues and policy trends consistent with the office's stated policy agenda;
- Making presentations to the Comptroller and senior staff for the purpose of initiating new policy investigations and research projects;
- Organizing and leading working groups; and performing other related assignments and special projects as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college or university, and three (3) or more years of increasingly responsible professional experience in public policy research and analysis at a government, public policy non-profit organization, or closely related investigative, analytical writing experience; or
  2. Satisfactory education and/or experience equivalent to "1" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Exceptional writing skills and ability to perform complex data analysis;
- Demonstrated policy research experience relating to New York City's public school system and/or its workforce development programs;
- Demonstrated ability to explain complex policy matters in simple language (i.e., written reports or policy briefs);
- A track record of working successfully with government officials (including staff) and thought leaders from neighborhoods and businesses;
- Familiarity with the current policy issues and strong interest in current events and in identifying solutions to the concerns of the people of New York City;
- Ability to work under pressure in a fast-paced government office; an eagerness to be supportive of colleagues and to work collaboratively.

**Note:** We will consider all qualified applicants meeting the job requirements, regardless of an individual's experience in specific substantive policy areas. However, applicants with experience relating to New York City's public school system and/or its workforce development programs are strongly encouraged to apply.

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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

**Certain residency requirements may apply.** We appreciate every applicant's interest; however, only those under consideration will be contacted.

**Note:** Vacancy notices listed as "Until Filled" will be posted for at least five work days.

<b>POSTING DATE:</b> June 1, 2015	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/015/067
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**The NYC Comptroller's Office is an Equal Opportunity Employer**