

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Policy Analyst (3 positions)
Salary:	\$70,000 - \$90,000
Bureau/Division:	Policy
Period:	April 26, 2022 – Until Filled

JOB DESCRIPTION

The Office of New York City Comptroller Brad Lander is seeking Policy Analysts to assist in developing, advocating for and implementing the public policy priorities of the office. Policy Analysts will be part of the Policy Bureau, advising the Comptroller and other senior staff on key policy initiatives and projects. The position requires the ability to quickly analyze both breaking news developments affecting New Yorkers and develop innovative, ground-breaking solutions to longstanding policy challenges confronting communities throughout the five boroughs. The duties and responsibilities of the position include, but are not limited to:

- Conducting self-directed research of policy matters using original source material and primary documents, including the City’s key management, budget, and legal documents;
- Writing in-depth policy briefs and reports based on original empirical research;
- Working in close partnership with the Bureau of Public Affairs to maintain and cultivate a network of external partners and stakeholders;
- Maintaining current and timely command of City, State, and Federal policy developments in assigned areas of responsibility;
- Answering questions from press, colleagues, and external partners 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 multi-disciplinary teams on special projects and initiatives that cut across the bureaus of the agency; and, performing other related assignments and/or special projects as may be required.

Policy Analysts will likely be assigned particular areas of focus and expertise, which may include, but not be limited to:

- Transportation
- Sanitation
- Infrastructure
- Parks & public spaces
- Civic participation & co-governance
- Immigration
- Mental & Public Health
- Homelessness & housing
- Public safety
- Small Business
- Workforce Development
- Technology
- Economic Development

MINIMUM QUALIFICATION REQUIREMENTS

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

- Exceptional writing skills and ability to perform complex data and/or legal analysis;
- Demonstrated policy or legal research experience relating to New York City;
- Demonstrated ability to explain complex policy matters in clear, accessible language (i.e., written reports or policy briefs);
- A track record of working successfully with government officials (including staff) and thought leaders from neighborhoods, businesses and advocacy organizations;
- Familiarity with 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; and,
- An eagerness to be supportive of colleagues and to work collaboratively.

Note: Cover letter must detail the possession of the preferred skills and specific policy areas of interest/expertise. 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 working in New York City government or engaging local stakeholders on policy issues are strongly encouraged to apply.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Note: We appreciate every applicant's interest; however, only those under consideration will be contacted. Certain residency requirements may apply. Under Executive Order 75, all new City employees are subject to mandatory vaccination requirements. Vacancy notices listed as "Until Filled" will be posted for at least five workdays.

POSTING DATE: April 26, 2022	POST UNTIL: Until Filled	JVN: 015/022/075
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The NYC Comptroller's Office is an Equal Opportunity Employer