

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

| | |
|-------------------------|---|
| Title: | Senior Policy Research Analyst - Housing |
| Salary: | \$70,000 - \$90,000 |
| Bureau/Division: | Executive/Policy |
| Period: | May 14, 2019 – Until filled |

JOB DESCRIPTION

The office of Comptroller Scott M. Stringer seeks a Senior Policy Research Analyst to assist in developing, advocating for and implementing the public policy priorities of the office, with particular focus on Housing issues. The Senior Analyst will be part of a six-person policy team that advises the Comptroller and other senior staff on key policy initiatives and projects. Past projects of the Policy Unit have led directly to hundreds of millions of dollars in expanded school services for city children, new healthcare protections for pregnant women statewide, and significant pieces of legislation at both the State and City level aimed at empowering New Yorkers and making the city fairer and more inclusive. Successful applicants should have policy experience or legal expertise in Housing and interests in one or more of the following areas: Immigration, Food Security, Healthcare and/or Economic Justice.

The position requires the ability to quickly analyze both breaking news developments affecting the people of the City of New York and develop innovative, ground-breaking 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 duties and responsibilities of the position include, but are not limited to:

- 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/or special projects as may be required.

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 or public policy non-profit organization, or closely related legal, investigative, and/or analytical writing experience; or,
 2. Satisfactory education and/or experience equivalent to "1" above.
-

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 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 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

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.

| | | |
|--------------------------------------|------------------------------|----------------------------|
| POSTING DATE: May 14, 2019 | POST UNTIL: Filled | JVN: 015/019/075 |
|--------------------------------------|------------------------------|----------------------------|

The NYC Comptroller's Office is an Equal Opportunity Employer