

Job Title	Policy Analyst
PVN ID	VB-1901-002896
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	\$45,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Mar 21, 2019 (Or Until Filled)

General Description

CUNY Institute for State and Local Governance (ISLG): Overview

ISLG is an institute within the City University of New York. The Institute's mission is to help achieve improvements in the financing, delivery, and measurement of critical public services by assisting current and future leaders in government, non-profit organizations, and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training. The Institute's director, Michael Jacobson, previously served as New York City's Probation and Correction Commissioner and president of the Vera Institute of Justice.

Project Description

The Institute is hiring a Policy Analyst to support work with the New York County District Attorney's Office (DANY) on their Criminal Justice Investment Initiative (CJII). The Policy Analyst may also be staffed on other projects, as needed.

CJII aims to reduce crime and improve fairness and efficiency in the criminal justice system. DANY established CJII to invest approximately \$250 million of criminal asset forfeiture funds in projects that will improve public safety, develop broad crime prevention efforts, and promote a fair, efficient justice system in New York City. CJII focuses on investments along a continuum, from (1) building skills and supports among youth and families to strengthen communities and help prevent crime, to (2) enhancing and developing new approaches for serving victims of crime that increase access to services and meet their needs, to (3) improving and increasing diversion and reentry support to effectively address the needs and risks of justice system involved individuals, to (4) enhancing effectiveness across systems to increase public safety and promote a fair and efficient system. As the technical assistance consultant on this project, ISLG is providing guidance to DANY and grantees throughout the lifetime of the initiative, and performing oversight, performance measurement, and coordination of technical assistance for each of the investments. For more information about CJII, visit www.cjii.org.

Position Description

This position will provide deep support to an ISLG Program Director who currently leads components of the CJII project, including its portfolio of Diversion and Reentry investments (for more information about CJII's Diversion & Reentry portfolio, please visit <http://cjii.org/focus-areas/diversion-and-reentry-support/>) and the CJII Training and Technical Assistance (TTA) Initiative. Initially, the position will consist of a mix of coordination, administrative, and policy work that supports CJII; however, there may be an opportunity for this position to also play a key coordination/policy role in a new project(s) for the institute. This is an excellent position for candidates who are eager for deeper understanding of government policymaking, grants management, the provision of training and technical assistance, and the social service sector and work of community-based organizations across New York City. It will serve as a growth opportunity for the right candidate who demonstrates a strong work ethic and consistent quality performance as the institute is eager to support staff in skill building and provide opportunities for advancement from within.

Reporting to an ISLG Program Director, the Policy Analyst will be responsible for supporting the day-to-day management of CJII's Diversion and Reentry Portfolio and Training and Technical Assistance (TTA) Initiative, including the following:

- Managing grantee reporting, timelines, and deliverables (e.g., monitor adherence to contract requirements, review quarterly reports);
- Preparing materials for and taking accurate and detailed notes during meetings and site visits with grantees, DANY, and other key, high-level stakeholders around the city;
- Conducting background research to support provision of TTA to CJII grantees;
- Scheduling and offering key logistical and administrative support for TTA-related workshops and conferences offered to grantees, including liaising with expert consultants;
- Supporting the review and evaluation process of proposals for funding;
- Supporting the contracting process of funded applicants;
- Conducting background research to develop policy briefs and blogs; and
- Editing documents, and other organizational and administrative tasks as needed.

While the Policy Analyst will initially support the work of CJII, the position may be tasked with supporting other policy projects at ISLG coming online in 2019. As such, applicants should be willing to apply their coordination, administrative, and policy support to projects outside of CJII that are also of critical importance to the furtherance of the Institute's mission.

Other Duties

Qualifications

- Bachelor's degree and at least 3 years of experience preferred (Individuals without work experience may be considered for the position at the Policy Assistant level)
- An exceptional commitment to and skillset to ensure accuracy and attention to detail
- Excellent oral and written communication skills
- Flexibility and willingness to adapt to changing demands, priorities, and requirements as projects develop
- Ability to prioritize tasks and handle multiple responsibilities simultaneously

- Exceptional interpersonal skills, discretion, and judgment
- Excellent time management skills
- Strong work ethic, sense of humor, flexibility, creativity, and a professional demeanor
- Interest in the criminal justice system, crime prevention, social service coordination, and/or nonprofit management/capacity building preferred
- Familiarity with grants management systems (e.g. Fluid Review, Sales Force) and presentation/graphic design tools is a plus but not required.

This is an exceptional opportunity to contribute to a potentially transformative criminal justice initiative and to building a portfolio of work in an institute with a talented and multi-disciplinary team producing a scientifically rigorous and impactful body of work. This is a full-time position with an annual salary range from \$45,000 to \$55,000, commensurate with experience, and excellent benefits.

How to Apply

To apply, you will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions about the position can be addressed to info@islg.cuny.edu. Application review will commence immediately and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer.