

Job Title	Data Scientist
PVN ID	VB-1911-003398
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	\$60,000.00 - \$110,000.00
Hour(s) a Week	35
Closing Date	Mar 25, 2020 (Or Until Filled)

General Description

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

ISLG is hiring a Data Scientist to process and manage large amounts of data in support of the Safety and Justice Challenge (SJC), a \$100 million initiative funded by the John D. and Catherine T. MacArthur Foundation to reduce over-incarceration by changing the way America thinks about and uses jails. To date, the Foundation has awarded grants to approximately 30 jurisdictions to implement strategies across the criminal justice system that will reduce jail populations and racial and ethnic disparities. ISLG provides data, measurement, and analytic support to these jurisdictions, using case-level administrative data that is collected from a range of criminal justice agencies in each sites. Among ISLG's responsibilities is collecting, cleaning, validating, and managing all of this data in support of our work and the Challenge's broader research and evaluation agenda.

The Data Scientist may have opportunities to work in a similar capacity on other projects at the Institute.

Position Description

ISLG is looking to hire a Data Scientist for the SJC team that will focus specifically on processing and

managing the administrative data that is submitted by sites. The Data Scientist will report to a senior researcher and will work closely with other project staff—and in particular, will work with project staff to translate their practical data and analysis needs into programming work. Specifically, the Data Scientist will support project team members through the following activities:

- Writing programming and syntax to:
 - Import, validate, normalize, merge, restructure and clean case-level administrative data files for analysis
 - Auto-populate reports and create data feeds
 - Create dashboards (including interactive dashboards)
 - Support the creation of data visualizations
- Creating and maintaining a system for organizing and managing data files
- Working closely with SJC project team members to ensure that technical work is informed by an understanding of local criminal justice processes
- Serving as a technical consultant to sites and partners, as needed, which may include:
 - Extracting data from data warehouses and other back-end systems, as needed
 - Conducting data and systems reviews as needed
- As needed, conducting quantitative analysis of the files that are created
- Maintaining detailed documentation on all data management decisions and technical work
- Developing codebooks, file specifications, and other resource documents
- Potentially traveling to sites, as needed

Other Duties

Qualifications

- MA or PhD in computer science, data analytics, data science, data/information management, business, or other related field
- At least two years of experience (four or more years preferred) doing data management/programming work in an applied research setting
- Experience working with administrative data (experience with criminal justice data a plus)
- Excellent data management and analysis skills, including extensive experience cleaning, coding, merging, and analyzing large and complex quantitative data files in Python, R, and/or SQL (experience with SPSS, SAS, and/or STATA is also helpful)
- Experience with data transformation algorithms
- Strong critical thinking skills, including an ability to translate practical project requests into technical work that is needed to meet them
- An ability to discuss technical work with project members in an accessible manner
- A basic understanding of the criminal justice system is a plus, but not a requirement
- An exceptional commitment to accuracy and attention to detail
- An ability to work on a team, as well as independently

This is a full-time position with excellent benefits and is located in New York City. Salary range: \$60,000–

\$110,000, depending on research skills and level of experience.

How to Apply

To apply, please visit rfcuny.org. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to info@islg.cuny.edu.

Application review will commence immediately and continue until the position is filled.

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