



<b>Job Title</b>	Data Analyst
<b>PVN ID</b>	VB-2104-003982
<b>Category</b>	Research
<b>Location</b>	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
<b>Department</b>	Institute for State and Local Governance
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 28, 2021 (Or Until Filled)

## General Description

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### About us

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. Our staff have the opportunity to work with colleagues and supervisors across projects and with different types of expertise. We are seeking new team members with enthusiasm to shape the future of state and local policy.

### Our goals for diversity and inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff and board members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

### Who we are looking for

We are hiring a Data Analyst to work on multiple projects, with key responsibilities in the collection, cleaning, and management of data.

This is an excellent opportunity for a civic-minded professional interested in a public policy environment. ISLG's research projects span government policymaking in New York City and nationally, and cover a number

of areas including criminal justice, racial equity, infrastructure and transportation, government operations, and finance.

The Data Analyst will work on a range of tasks which *may* include but are not limited to:

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#### Data Management

- Writing programming and syntax to import, validate, normalize, merge, restructure, and clean case-level administrative data files for analysis at the direction of a research team
- Creating and maintaining data repositories and other data collection systems
- Maintaining detailed documentation on data management decisions and technical work
- Developing codebooks, file specifications, and other resource documents
- Working closely with research staff to ensure that technical work is informed by an understanding of local policy context
- Working with partners to extract data from data warehouses and other back-end systems
- Conducting administrative data and systems reviews

#### Data Presentation and Visualization

- Supporting the creation of data visualizations and dashboards
- Developing data feeds and automated reporting

*Our office is located in New York City and the position will be housed there over the long-term, however, work will be **remote through the immediate term**.*

## Other Duties

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## Qualifications

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**We would love to hear from you if:**

- You have a BA degree in computer science, data analytics, data science, data/information management, economics, or related field
- You have some data management and analysis experience
- You are familiar with cleaning, coding, merging, and analyzing large and complex quantitative data files in Python, R, and/or SQL
- You have some experience collecting and working with administrative data, particularly data from government agencies (experience with criminal justice data a plus)
- You can discuss technical work with project members in an accessible manner

- You have excellent time management skills and experience working in deadline-driven environments
- You can prioritize and work on a number of tasks simultaneously
- You have an exceptional commitment to accuracy and attention to detail
- You are flexible

**This is a full-time position in New York City with a salary range of \$50,000-\$80,000 and excellent benefits, including:**

- Comprehensive medical/dental/vision insurance
- Paid vacation and personal days
- Paid sick leave
- CUNY tuition reimbursement program
- Pre-tax benefits for transit and healthcare costs
- Family/parental leave
- Life insurance
- A retirement plan with employer contribution.

Our staff also benefit from:

- A positive work/life balance
- Opportunities for advancement within the organization
- Engagement with the broader CUNY network
- Working with organizational leadership who have years of significant public sector and policymaking expertise