

Job Title	Senior Policy Associate
PVN ID	VB-2104-003986
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	\$80,000.00 - \$150,000.00
Hour(s) a Week	35
Closing Date	Dec 28, 2021 (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 (CUNY). The Institute's mission is to work with government and non-government organizations to improve systems that produce better results worthy of public investment and trust. The Executive Director is Michael Jacobson, whose career in public service includes holding senior positions in the NYC Office of Management and Budget, serving as NYC Commissioner of Probation and later Corrections Commissioner, and running the nonprofit Vera Institute of Justice. For more information about ISLG, please visit www.islg.cuny.edu.

The Institute is hiring a Senior Policy Associate to provide strong process engineering and management skills for a portfolio of work focused on improving productivity and performance in public sector operations. Projects within this portfolio enhance performance in agencies through customized and easily implementable solutions that increase operational efficiency and effectiveness. The ability to document current state processes and lead a process of identifying future state improvements is fundamental to this position.

Applicants may also be considered for hire as a policy associate or a policy analyst, depending on their qualifications and prior work experience.

Position Description

The Senior Policy Associate will work in a collaborative environment on a fast-paced team within the Institute, and will be responsible for the following tasks:

- Performing qualitative and quantitative assessments of all aspects of a public sector client's operations

(for example, cost-benefit and business case analytics)

- Mapping and designing (or re-designing) processes and systems that optimize operational efficiencies, eliminate pain points and enhance service delivery
- Assisting in project management for the implementation of a shared service platform for multiple functional areas in the public sector
- Assessing and mitigating risk and liabilities for large-scale, government and public sector projects
- Working with and analyzing large, complex datasets to create economic and/or operational models
- Developing extensive, detailed, and methodological reports, recommendations, and other documentation based on quantitative and qualitative analysis that can be used by government and public sector agencies
- Presenting complex data in a meaningful and effective way for government/public sector clients
- Supervising associate and/or analyst staff on project work

Other Duties

Qualifications

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- An advanced degree in business, public policy, public administration, operations research, economics or a social science field with a strong quantitative concentration. Experience in lieu of an advanced degree in these fields will be considered.
- Substantial experience (at least 6 years or more) working in a government, private and/or nonprofit organization, managing large projects with multiple stakeholders
- Demonstrated subject matter expertise in any of the following functional areas: Facilities; Human Resources; Information Technology; Procurement; Capital Programs, Spans and Layers of Control, Higher Education or other areas related to the public sector.
- Experience in assessing the feasibility of, planning, designing, and/or implementation of a shared service environment.
- Proficiency required in MS Office Suite (including Project, and/or other project management tools). Knowledge of automation capabilities (e.g., management information systems) and/or model development preferred.
- Understanding of public sector issues and state and local governance structure.
- Exceptional interpersonal skills with the ability to create and maintain excellent working relationships with ISLG's partners, including government, foundations, and community partners.
- Strong time management skills and experience working in deadline-driven environments across multiple priority projects.
- Ability to adapt to changing demands and requirements as projects develop, and the ability to participate in collaborative project development with diverse internal team members and external stakeholders.
- Excellent oral and written communication skills.
- An exceptional commitment to accuracy and attention to detail.
- Strong work ethic, sense of humor, flexibility, creativity, and a professional demeanor.

This is an exceptional opportunity to work hand-in-hand with government and public sector clients on important

strategic initiatives, and to contribute to building a portfolio of work in an Institute with a talented and multi-disciplinary team producing a rigorous and impactful body of work.

This is a full-time position with an annual salary commensurate with experience. The position includes excellent benefits.