



Job Title	Policy Analyst
PVN ID	VB-2106-004052
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 - \$60,000.00
Hour(s) a Week	35
Closing Date	Dec 28, 2021 (Or Until Filled)

General Description

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 Policy Analyst to provide strong value and process engineering and/or strategic planning expertise for a portfolio of work focused on improving productivity and performance in government and non-profit operations. Projects within this portfolio enhance performance in government and non-profit agencies through customized and easily implementable solutions that increase operational efficiency and effectiveness.

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

The Policy Analyst 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
- Mapping and designing (or re-designing) processes and systems that optimize operational efficiencies and enhance service delivery
- Assisting in the implementation of a shared service platform for multiple functional areas in the public sector
- Assessing and mitigating risk and liabilities for large-scale, 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 or non-profit agencies
- Presenting complex data in a meaningful and effective way for public sector clients

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

Qualifications

Qualifications

- An advanced degree in business, operations research, or a social science field with a strong quantitative concentration. Experience in lieu of an advanced degree in these fields will be considered.
- Demonstrated subject matter expertise in any of the following functional areas: Facilities; Human Resources; Information Technology; Procurement; or other areas related to the public sector.
- Proficiency required in Excel, Project, and Visio. Knowledge of automation capabilities (e.g., management information systems) and/or model development preferred.
- Understanding of public sector trends 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 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 in New York City with a salary range of \$45,000-\$60,000 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.

How to Apply

To apply, 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 on or about June 14, 2021 and continue until the position is filled.

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