



Job Title	Research Analyst
PVN ID	VB-2208-005010
Category	Research
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State & Local Governan
Status	Full Time
Annual Salary	\$50,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Oct 18, 2022 (Or Until Filled)

General Description

About us

ISLG is a good governance think-and-do tank. We are driven by the idea that data-informed approaches can measurably improve the way government and public institutions operate, equitably serve all constituents, and ultimately solve social policy problems. We provide the knowledge and action needed to fuel those approaches. With the necessary research, policies, partnerships, and infrastructures, we support government and public institutions' work more effectively, efficiently, and in the interest of all communities. Our work breaks down into four key strategies: diagnosing and analyzing challenges that face government and communities; designing and innovating solutions; building the partnerships and infrastructure that are necessary to advance those solutions; and changing public dialogue around these issues.

ISLG was established in 2014 and our work spans government initiatives both in New York City and New York State and across the country. We lead projects aimed at reforming the criminal legal system, measuring urban inequality, expanding the reach of social service providers, optimizing higher educational processes, and more. 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 Research Analyst to work within ISLG's criminal justice portfolio, with key responsibilities in

supporting the collection, management, and/or analysis of quantitative data, and providing administrative support as needed. 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 role will primarily support ISLG's work on the Safety and Justice Challenge (SJC). Launched in 2015 by the John D. and Catherine T. MacArthur Foundation, the SJC is a multi-year, nationwide effort to inspire local criminal justice reform and change the way communities think about and use jails. Since its inception, the SJC has relied heavily on data to develop reform strategies and evaluate progress toward initiative goals. This wealth of data presents a unique opportunity to understand the factors, circumstances, and practices that drive jail populations and the disparities that exist across the criminal legal system. ISLG serves as the primary data and analytic partner for the SJC initiative. In this capacity, ISLG collects and manages administrative data submitted at regular intervals by partner agencies, collaborates with and provides data to other research partners, produces performance metrics, and conducts analyses to assess SJC objectives such as reductions to jail populations and racial/ethnic disparities.

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

Research and analysis

- Cleaning, coding, merging, and preparing administrative data files and codebooks for analysis
- Considering project goals, data limitations, and programmatic and policy contexts when carrying out data management and analysis tasks
- Conducting descriptive quantitative analyses and potentially supporting higher-level multivariate analysis
- Supporting the development, tracking, and interpretation of performance metrics, including their policy and practice implications
- Synthesizing and interpreting findings
- Contributing to the design and creation of reports, presentations, and dashboards or other types of data visualization for practitioner and policy audiences
- Carrying out literature, policy, and practice reviews
- Drafting interview, focus group, and/or survey questionnaires; assisting in the facilitation of interviews and focus groups; drafting and/or helping administer surveys; coding and analyzing qualitative data

Data requests and reporting

- Supporting ISLG's data collection and dissemination efforts with SJC partner agencies and other external organizations
- Providing support and technical assistance to SJC partners
- Assisting with regular SJC data reporting efforts

*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

We would love to hear from you if:

- You have a bachelor's degree in public policy, criminal justice/criminology, sociology, urban planning, political science, psychology, or other related fields
- You are familiar with at least one quantitative statistical software package or language (e.g., Python, R, SAS, SPSS, STATA)
- You have experience with collecting, cleaning, and analyzing quantitative data, particularly administrative data from government agencies (experience with criminal justice data a plus)
- 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 have excellent writing skills
- You are collaborative and enjoy working in a collegial atmosphere
- You are flexible

This is a full-time position in New York City with a salary range of \$50,000-\$70,000 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 for please submit a **cover letter** describing your qualifications and interests and attach your **curriculum vitae or resume**. 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

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