



OFFICE OF THE DISTRICT ATTORNEY
Bronx County
Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Staff Analyst

LEVEL: N/A

FUNCTIONAL TITLE: Senior Data Officer

TITLE CODE NO: 10026

HIRING RATE: TBD

BUREAU/WORK UNIT: Strategic Enforcement and Intergovernmental Relations Division

SHIFT: M-F, 9-5

WORK LOCATION: 198 E. 161ST ST., 8TH FL.

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Senior Data Officer reports to the Strategic Enforcement and Intergovernmental Relations Division, and is responsible for delivering actionable insight and quantitative support to the Bronx District Attorney's Office. The position requires a combination of analytical and interpersonal skills – the ideal candidate will have the ability to perform rigorous analyses, and the ability to communicate results to a non-technical audience.

ESSENTIAL FUNCTIONS:

1. Understand how the Bronx District Attorney's Office currently uses and would like to use data
2. Ensures data security and legal compliance
3. Assess the current data infrastructure of the Office and produce a baseline report that shares key metrics that are currently measured, identifies limitations of the current data infrastructure, and lays out a plan for the future data analysis and reporting function of the Office
4. Create protocol and best practices for data gathering, entry, and management
5. Assess and develop a data cleaning process
6. Provides subject matter expertise and consults on new major data-related initiatives
7. Develops collaborations across government and non-governmental sectors to further develop data products
8. Identify and implement creative solutions for pursuing additional resources, both financial and human-power, to support the work of the Office

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

1. Develop Open Data
2. Establish open data, increase the granularity driving toward case and defendant level data, and increase the interval of when data is published
3. Establish a set of protocols around published data that prevents publicly identifiable information from being released
4. Assist in the analysis of data and drafting reports for both internal and external users
5. Create complex Analysis
6. Support and improve data usage around complex priorities including the expansion of the Strategic Enforcement and Intergovernmental Relations Division
7. Look for opportunities to utilize data better across bureaus for the different types of cases and investigations
8. Manage the aggregation, reporting, and analysis of enterprise data sets, including seeking out, integrating, and analyzing new sources of data applicable to the Office's operations or priorities
9. Work in partnership with executive staff and bureau chiefs to develop key performance indicators
10. All other duties as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university, with a master's degree or doctorate in a related field preferred (social sciences, computer science, statistics, information systems, etc.)
2. Strong qualitative and problem-solving skills
3. Experience with complex data sets
4. Proficiency in Microsoft SQL, R (or other statistical software) and GIS software
5. Prior law enforcement or criminal justice experience is helpful but not required.

***Only candidates who are permanent in the Administrative Staff Analyst title OR those who are reachable on the current Administrative Staff Analyst title list may apply. Please indicate on your cover letter or resume that you are already permanent in the title. Failure to do so will result in your disqualification.**

To apply you must visit the BXDA Office website (www.bronxda.nyc.gov) and click on Career Opportunities.

The Office of the Bronx District Attorney is an Equal Opportunity Employer Committed to Diversity and Inclusion

POST DATE: 08/14/2018

POST UNTIL: Filled

JVN: 902-18-1471

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OFFICE OF THE DISTRICT ATTORNEY
Bronx County
Darcel D. Clark – District Attorney
JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Staff Analyst

FUNCTIONAL TITLE: Senior Analyst

TITLE CODE NO: 12626

BUREAU/WORK UNIT: Planning and Analysis Unit

WORK LOCATION: 198 E 161st Street

LEVEL: N/A

HIRING RATE: TBD

SHIFT: M-F 9-5

NUMBER OF POSITIONS: 1

JOB SUMMARY:

The Planning and Analysis Unit of the Bronx District Attorney's Office is responsible for the research, writing, submission, implementation, and reporting associated with all federal, state and local grant applications. The Unit assists in the implementation of initiatives and programs that involve the D.A.'s Office, including the management and analysis of project data. The Senior Analyst will be responsible for conducting research into future grant opportunities, drafting grant applications, managing and assisting in managing grant-funded and other projects, and completing other administrative reports and documentation.

ESSENTIAL FUNCTIONS:

1. Must possess strong verbal and written communication skills
2. Strong project management skills in a team-oriented environment
3. Strong quantitative abilities and familiarity with research and evaluation methods and statistical analyses
4. Strong analytical and computer skills
5. Ability to coordinate overlapping projects and deadlines

JOB RESPONSIBILITIES:

Specific duties will include, but are not limited to the following:

6. Participate in the research, development, submission, implementation, and reporting of grant applications to federal, state, local, and private funding sources
7. Write and prepare grant proposals
8. Analyze data from diverse sources using a variety of data analysis and presentation programs
9. Prepare reports and charts/graphics describing crime, case processing, demographic and other data for the Bronx
10. Monitor and assist in the preparation and submission of progress reports to funding agencies
11. Technical writing, proof-reading, editing, copy writing, grant writing and other equivalent written communication required
12. Perform all other related duties and projects as assigned

PREFERRED EDUCATION AND EXPERIENCE/QUALIFICATIONS:

13. Bachelor's degree required, Masters Degree in criminal justice research/studies, social sciences, public policy, or a related field strongly preferred.
14. A minimum of two (2) years professional grant writing experience, preferably in a non-profit or public sector setting.
15. Ability to exercise good judgment and strong ethics

****Only candidates who are permanent in the Staff analyst title OR those who are reachable on the current Staff Analyst may apply. Please include a copy of your Notice of Result card or indicate you are already permanent in the title. Failure to do so will result in your disqualification**

To apply you must visit the BXDA Office website (www.bronxda.nyc.gov) and click on Career Opportunities.

POST DATE: 08/02/2018

POST UNTIL: Filled

JVN: 902-18-1449

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