Governor’s Office of Storm Recovery (GOSR)

Job Title: Senior Policy Analyst  
Department: Community Reconstruction and Infrastructure  
Location: New York City + Remote Hybrid  
Job Type: Full Time, Temporary  
Salary: $75,000-$85,000, Commensurate with Experience

*The selected candidate will be on-boarded through a staffing firm, not the State of New York.  
** Proof of vaccination or Weekly COVID-19 testing required.  
*** This is a hybrid role that requires 3 days per week onsite.

Organization Summary
Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor’s Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities’ most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State’s infrastructure and critical systems. Now, as proposed by the Governor in the 2022 State of the State, GOSR plans to become a permanent office of resiliency and recovery. Leveraging GOSR’s expertise in disaster recovery as well as implementation of data management systems to build online applications and ensure efficient data gathering, the office will continue to coordinate initial response and long-term recovery, scaling recovery efforts and coordinating resiliency initiatives for both major and small disasters throughout the state.

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Position Summary
The Senior Policy Analyst plays a critical role in supporting the Community Reconstruction and Infrastructure (CR&I) Program through the implementation and close-out of projects. Reporting to the Policy Deputy Director, the Senior Policy Analyst supports Program-wide operations by ensuring that policies and procedures comply with local, state, and federal regulations and GOSR policy. The Senior Policy Analyst provides expertise to CR&I staff on policy-related questions, and works closely with the Policy, Operations and Project Delivery teams, GOSR IT, and other GOSR departments to ensure compliant and on-time, on-budget completion of projects.

Responsibilities include but are not limited to:
- Provide guidance to the CR&I Program on Local, State, and Federal regulations, and GOSR policies
- Update and maintain the CR&I Program’s policies and procedures
- Draft templates and memos, relying on program data and coordination with project teams
- Review applications and project approvals
- Identify and escalate Local, State and Federal regulations, or GOSR policy-related issues to Policy Deputy Director
- Provide training to CR&I staff on Local, State, and Federal regulations, and GOSR’s policies and procedures
- Support the timely and compliant progression of projects, through project closeout
• Support Policy Director and Deputy Director as need, including in public-facing report completion
• Support development of automated and streamlined processes
• Update and maintain the CR&I Policy Team’s status trackers
• Assist with audit and monitoring requests as needed
• Complete internal controls and risk assessment

Qualifications
• Master’s degree preferred in urban planning, public policy, or public administration with demonstrated knowledge of disaster recovery, climate change adaptation, resiliency, environment, and/or infrastructure, Bachelor’s degree required
• Minimum of three (3) years of work experience in policy analysis or a closely related field
• Four (4) to five (5) years of combined experience in a defined field of expertise (e.g., CDBG or other Disaster Recovery expertise, Grant Management, Program Management, environmental planning) preferred
• Must have technical writing, presentation development, and research skills
• Highly proficient in MS Office: Word, Excel, PowerPoint, and Outlook
• Exceptional communication, organizational skills and attention to detail
• Excellent report writing, analytical, editing, and proofreading skills
• Ability to handle multiple and sometimes changing, tasks in a fast-paced, deadline-driven environment

If interested:
All candidates must submit a resume to goshrinfo@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor’s Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.