

**Governor's Office of Storm Recovery**  
**Data Analyst**

**Organization Summary**

The New York State Governor's Office of Storm Recovery (GOSR) coordinates and implements New York State's disaster recovery programs in response to damages sustained by Super Storms Sandy, Irene and Lee. GOSR provides funding and grants for housing, small businesses, infrastructure and community planning.

**Position Summary**

The Data/ Reporting Analyst will perform written analysis in support of the Contract/Vendor Management Department. This position is responsible for designing and preparing reports by accessing databases or by consolidating data from multiple sources. S/he will lay out report formats and produce reports. Also, s/he may be asked to summarize data and provide commentary or observations based on analysis. Sources of data may be enterprise systems, complex spreadsheets, databases, etc. requiring some specialized expertise or training.

**Duties include but are not limited to:**

- Reading, researching, collecting and analyzing information.
- Resolving data problems by coordinating the preparation of reports, analyzing data, and identifying solutions.
- Designing and preparing reports by accessing various databases or by consolidating data from multiple sources for inclusion into research or operating reports.
- Summarizing data and providing commentary or observations based on analysis.
- Generating reports, presentations, graphics, forms, and other documents to demonstrate information flow and program results.
- Participating in internal and external research projects by collecting, reviewing, and summarizing results.
- Editing, standardizing, or making changes to documents prepared by other writers in scope, format, and content.
- Working with Communications to prepare internal and external communications including announcements, newsletters, legislation, quarterly reports, presentations, technical documentation, and memorandums.
- Providing historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Maintaining records and files of work and revisions.

**Qualifications**

- Bachelor's degree in Business, Economics, Public Policy Administration, or related field.
- Minimum of four (4) years of progressive experience in creating, reporting, and/or managing data (not including data entry).
- Must have technical writing, presentation development, and research skills.
- Exceptional communication and organizational skills.
- Excellent report writing, analytical, editing, and proofreading skills.
- Ability to manage multiple and sometimes changing projects in a fast-paced, deadline-driven environment.
- Extremely detailed oriented.
- Ability to deliver high quality work in a fast paced environment.

**If interested:**

All candidates must submit a resume, 3 references, and letter of interest to [StormRecoveryJobs@stormrecovery.ny.gov](mailto:StormRecoveryJobs@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.