

**The Governor's Office of Storm Recovery
Job Posting**

Title: Data Analyst

About Us

The New York State (NYS) Office of Storm Recovery coordinates & implements State programs for Hurricanes Sandy and Irene & Tropical Storm Lee for housing, business, infrastructure & community planning.

Governor Cuomo created the Office of Storm Recovery in June 2013 to centralize recovery and rebuilding efforts in storm-affected municipalities throughout New York State. In close collaboration with local and community leaders in these areas, the Office, under the New York Rising umbrella, is working to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems for the future. New York Rising programs include: 1) the Housing Recovery program, which provides homeowners with assistance for home repairs/rehabilitation, mitigation and elevation, and buyouts; 2) the Small Business program, which includes small business grants of \$50,000 or more and low-interest loans for businesses recovering from the storms; and 3) the Community Reconstruction Program, which provides assistance through a community-driven initiative to develop distinct comprehensive recovery plans which increase resilience and economic development in the regions affected by these three storms..

Position Summary

The Data/ Reporting Analyst will perform written analysis in support of organizational and program performance reporting. 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. 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 specialized expertise or training.

Responsibilities include but are not limited to:

Reporting/Statistical:

- 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. Sources of data may be enterprise systems, complex spreadsheets, databases, etc. requiring specialized expertise or training.
- 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.
- Conferring with management to establish technical specifications and subject material to be developed for publication.
- 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 work experience in creation, reporting, and/or management of data or closely related tasks (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
- Passion, Integrity and Energy!

If interested:

All candidates must submit a resume, 3 references, and letter of interest to 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.