

Governor's Office of Storm Recovery

Research and Policy Analyst, Organizational Systems & Performance

Job Summary

The Governor's Office of Storm Recovery (GOSR) of the Housing Trust Fund Corporation (HTFC) seeks a research and policy analyst to engage in application development for the Community Development Block Grant Disaster Recovery (CDBG-DR) program for New York State. The analyst is responsible for ensuring that data is effectively used to drive decision-making throughout GOSR. Reporting to the Assistant Director for Research and Analysis, he or she is accountable for ensuring that reports and analyses are accurate and timely and that the data is effectively utilized and integrated by the management team to drive program quality. He or she will also coordinate and help manage outside researchers to build a body of knowledge about the impacts of GOSR programs and funding on New York State residents and businesses. S/he will also aid the assistant director in providing central coordination for the public presentation of data about storm recovery efforts statewide.

Essential Functions

- Assist in the management of a team of analysts in the development and maintenance of performance management reports and ad hoc data analysis to support program operations.
- Execute the design and development of a series of performance management dashboards.
- Aid the assistant director in coordinating with academics and other researchers to develop a series of white papers and studies that describe the impact of Hurricanes Sandy and Irene and Tropical Storm Lee on New York State; describe the progress of Statewide recovery from these weather disasters; and describe the impact of GOSR activities on State residents and businesses.
- Coordinate with GOSR communications team in the presentation of data to the public.
- Create project plans for new projects and update project plans as the project progresses
- Provide project management support throughout the duration of research projects
- Communicate project status and risks, and manage risks with stakeholders
- Coordinate and work closely with GOSR staff and stakeholders
- Provide support to the Director and Assistant Director of Organizational systems

Qualifications

- Bachelor's degree required.
- A minimum of 3 years in an analytic and policy role.
- Demonstrated experience with qualitative and quantitative research designs and statistical analysis techniques.
- Excellent oral, written, and quantitative skills.
- Exceptional problem-solving abilities.
- Ability to quickly and clearly synthesize information.

- Exceptional ability to use data to make decisions.
- Expertise in the use of Microsoft Office products, specifically Excel and Access.
- Experience with a statistical package such as STATA, SAS, or SPSS.
- Ability to work in a flexible, fast paced, mission driven environment.
- Master's degree in public administration, economics, finance, business, or a related field preferred.

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.