

# Senior Data Analyst, Policy Development and Special Initiatives

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## About the Agency:

The New York City Department of Housing Preservation & Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health
- We create opportunities for New Yorkers through housing affordability
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of "Housing Our Neighbors: A Blueprint for Housing and Homelessness," Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed \$5 billion in new capital funding, bringing the 10-year planned investment in housing to \$22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

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## Job Description:

The Division of Housing Policy (DHP) conducts rigorous policy analysis, data analysis, research, and evaluation to promote sound and equitable housing policy to advance HPD's mission in service of all New Yorkers. DHP analyzes proposed legislation, develops new policy and programs, supports efforts to reform existing policy and programs, and conducts long-term research. DHP is a fast-paced, engaged, and ambitious team at the intersection of many of the most important policy issues impacting New York City. Within DHP, the Policy Development and Special Initiatives unit (PDSI) serves agency and city leadership with insightful policy analysis and recommendations.

The Senior Data Analyst will report to the Executive Director of PDSI and will work both independently and collaboratively with other PDSI members, including policy analysts and quantitative specialists, as needed. They will handle a range of short- and long-term analytical tasks, offering support to ongoing work and setting the foundation for sound analysis and recommendations that the team makes to key decision-makers. Experience using statistical analysis software is essential as handling, merging, and cleaning large data sets is a key part of the role. Interest in housing policy issues is also a must, but direct experience working in housing is not and would be a plus. PDSI leadership will support the professional development and growth of the Senior Data Analyst through individual guidance and support.

Specifically, the Senior Data Analyst will do the following:

- Gather, prepare, and analyze data sets relevant for PDSI projects, including incoming requests.
- Build the analytical basis for the recommendations and insight the team provides to agency and City decision-makers.
- Communicate findings to colleagues throughout the agency, including leadership, through formal and informal memoranda and presentations.
- Add reliable quantitative analysis to the team's work advancing practical solutions and innovative ideas that address the city's most pressing housing challenges.
- Assist PDSI colleagues with quantitative analysis, including reviewing and providing feedback on statistical code.
- Guide colleagues' interpretation and communication with data analysis and outputs.
- Contribute to PDSI's culture of collaboration, learning, knowledge sharing, and work process improvement.

## Preferred skills

The ideal candidate will have the following:

- Advanced ability to manage and analyze large datasets and write code in R, Stata, SAS, or Python, including querying enterprise-level databases using SQL.

**The Department of Housing Preservation & Development of the City of New York is an equal opportunity employer.**

- Ability to synthesize complex ideas and deliver them in written communications, verbal presentations, and visualizations.
- Strong ability to work creatively, thoughtfully, and productively in a solution-oriented, team-based environment.
- Strong attention to detail and ability to independently validate data integrity and analysis results.
- Strong ability to think creatively about available data to shape responses to complex policy research questions.
- Knowledge of statistical methods and ability to apply sound statistics to quantitative research.
- Passion for and desire to learn housing and real estate issues relevant to New York City;
- Ability to deliver high-quality work products on strict deadlines.
- Experience with geographic information systems, including spatial analysis.

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### **How to Apply:**

Please go online and apply at <http://www.nyc.gov/careers>. Search for **JOB ID# 575810**

City Employees: apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 575810**

**Salary range for this position is: \$75,504 – \$86,830**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency required**