



# Senior Policy 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 Office of Policy & Strategy (OPS) leverages its expertise to guide and support HPD and its many Offices in their efforts to deepen their impact, optimize their efficiency, and become more data-driven, compliance-attentive, climate-adaptive, and mission-focused. As part of OPS, 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 Policy 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. Their work will apply relevant research and data to the evaluation of current and prospective policies. The Senior Policy Analyst will creatively and collaboratively steward a combination of short- and long-term projects in their portfolio from inception to completion, at times playing the role of project manager, facilitator, data analyst, or background researcher. They will also be looked to as a key contributor of creative and proactive ideas to address the city's most pressing housing problems. As a member of PDSI, the Senior Policy Analyst will work to improve current housing policy and programs and advance prospective policy proposals to solve New York City's most pressing housing policy issues.

Specifically, the Senior Policy Analyst will do the following:

- Manage several concurrent PDSI projects, including developing work plans, leading meetings, communicating with and generating support among stakeholders, and archiving decisions and deliverables as applicable;
- Collect, assess, and synthesize evidence from outside research, their own or their colleagues' analysis, and expert stakeholders to justify proposals, project costs/benefits, and evaluate outcomes;
- Communicate findings persuasively to colleagues and team management through formal and informal memoranda and presentations;
- Contribute to PDSI's culture of collaboration, learning, knowledge sharing, and work process improvement;
- Support the work of other team members, including full-time staff, fellows, and interns and participate actively in the team's learning and development;
- Participate in working groups and meetings with team and agency leadership to support the development of and generate support for policy recommendations.

PDSI staff learn and employ new skills or subject matter knowledge as projects require and the Senior Policy Analyst will have the opportunity to develop deep expertise and deepen or broaden their technical skills. The ideal candidate will be expected to apply their professional experience in the New York City housing context to add to the team's breadth of understanding and capacity. PDSI colleagues and leadership will champion the professional development and growth of

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the Senior Policy Analyst through individual guidance and support, including the joint creation of individualized goals and regular reflection on those goals with supervisors.

**Preferred skills:**

The ideal candidate will have the following:

- Ability to communicate complex ideas, including quantitative and statistical findings, succinctly and persuasively;
- Knowledge of and familiarity with the housing policy landscape and/or housing industry of New York City and/or other large cities—and the ability to synthesize that understanding in the context of their ongoing work;
- Superior ability to facilitate decision-focused meetings that move projects forward strategically and tactfully;
- Ability to think creatively and critically to solve multifaceted problems;
- Facility with manipulating and analyzing large datasets in software like R, Stata, or Python and/or using geographic information systems;
- Ability to apply examine policy problems and potential solutions through both a micro-level and a macro-level lens and from an equity perspective;
- Commitment to advancing equity and inclusivity;
- Strong collaborative skills and tact when working with others;
- Desire to be part of a high-performing, impactful team;
- Ability to manage a combination of short- and long-term projects and to deliver high-quality work results under the pressure of strict deadlines.

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**How to Apply:**

Please go online and apply at <http://www.nyc.gov/careers> . Search for **JOB ID# 572520**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 572520**

**Salary range for this position is: \$74,000 - \$77,921**

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

**NYC residency requirement:** New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.