The Bureau of Mental Health is responsible for mental health service delivery to residents of New York City. The Bureau fulfills this responsibility by managing the development, implementation, and oversight of ongoing and new mental health initiatives for all New York City residents. The Bureau is also responsible for procuring and overseeing more than 400 treatment, rehabilitation, housing, case management, and advocacy contracted programs in addition to court-mandated Assisted Outpatient Treatment, Single Point of Access for people with serious mental illness, NYC Supportive Treatment And Recovery Team for people with first episode psychosis, NYC Safe and the Mental Health Service Corps. The Bureau aims to ensure full access to quality, community-integrated, recovery focused care for all residents and is committed to implementing ThriveNYC, the mental health roadmap for all.

The Evaluation Lead will work in the Office of Research and Evaluation to improve the Bureau’s program evaluation and research activities to better meet the mental health needs of New Yorkers. The individual will serve as a centralized research and analytic resource for Mental Health Bureau leadership and staff regarding program evaluation, research design, survey development, and data analysis in order to inform Bureau planning and policy decisions.

The Evaluation Lead will:

1. Participate in the planning, development, and implementation of Bureau-wide program evaluation and research activities. This may include survey development, project management, oversight of data collection and data analysis, and report writing.
2. Design and conduct analyses of existing survey and administrative data to evaluate program outcomes and support planning for process change and improve quality of services.
3. Work with programs to develop key outcomes and indicators.
4. Identify and respond rapidly to requests for data analysis from the Commissioner’s Office and the Mental Health Bureau units. This may include analysis of program-level data, and Citywide or national data that informs the work of the Bureau and its respective units.
5. Author technical and research publications based on findings from the above analysis for senior managers and external stakeholders.
6. Provide expert scientific background and research summaries for strategic communications and policy options.
7. Provide direct supervision and mentoring to junior and mid-level research analysts.

Minimum Qual Requirements

1. For Assignment Level I (only physical, biological and environmental sciences and public health) A master’s degree from an accredited college or university with specialization in an appropriate field of physical, biological or environmental science or public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master’s degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master’s degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

NOTE:
Probationary Period
Appointments to this position are subject to a minimum probationary period of one year.

Preferred Skills

The successful candidate will have strong analytic and statistical skills with the ability to manipulate and analyze data using sophisticated statistical software such as SAS or SPSS. Competency in the use of Microsoft Word, Excel, PowerPoint, and SAS/SPSS is strongly preferred. A background and experience with research, program evaluation methodologies, survey development and implementation, and data analysis is required. The candidate will have excellent written and oral communication skills, and experience with scientific writing.

In addition, the preferred candidate will be very self-motivated and self-disciplined, will have a strong sense of teamwork, and will have the ability to get along with a wide range of people. The ability to work independently, solve problems, and research issues is imperative. The individual will possess project management skills and the capacity to lead and advise staff involved in various projects as well as an ability to easily adapt to multiple programmatic (Treatment, Rehabilitation, Case Management, Housing, etc) and/or functional areas (Administration, Finance, Budgeting and Contracting) to support Bureau-wide programmatic planning.

Additional Information

**IMPORTANT NOTES TO ALL CANDIDATES:

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver’s license.
- Proof of Education according to the education requirements of the civil service title.
- Current Resume
• Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting’s “Minimum Qualification Requirements” section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

**LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program’s other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:


To Apply

Apply online with a cover letter to https://a127-jobs.nyc.gov/. In the Job ID search bar, enter: job ID number # 336409.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

The NYC Health Department is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, people with disabilities, veterans, women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.

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.

**POSTING DATE:** 03/16/2018  
**POST UNTIL:** 07/07/2018