New York City Department of Health/Mental Hygiene
Job Posting Notice

Job ID: 284093 # of Positions: 1

Business Title: Researcher/Data Analyst, Bureau of Mental Health
Civil Service Title: CITY RESEARCH SCIENTIST
Title Classification: Non-Competitive

Job Category: Policy, Research & Analysis Title Code No: 21744 Level: 02
Career Level: Experienced (non-manager)

Work Location: 42-09 28th Street
Division/Work Unit: Mental Health

Proposed Salary Range: $70,286.00 - $80,829.00 (Annual)

Job Details

Job Description

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 to ensure full access to quality community-integrated, recovery focused care for all New York City residents. The Bureau is also responsible for procuring and overseeing more than 400 treatment, rehabilitation, housing, case management, advocacy, and Assisted Outpatient Treatment programs.

The Office of Research and Evaluation supports Bureau Leadership and Bureau Offices by providing surveillance, needs assessment research, and general research and data support. They directly support the work of all of the offices in the Bureau of Mental Health through help with data cleaning and analysis of program-specific data. In addition, they inform the larger public through publications and conference presentations.

The Researcher/Data Analyst will:
- Support the Office of Research and Evaluation in the planning, development, and implementation of Bureau-wide research, surveillance, and program evaluation activities.
- Pre-process, clean, and prepare data for analysis; document data management procedures.
- Conduct analysis on both survey data and on large administrative datasets (such as SPARCS data, Vital Stats data, program data) to evaluate outcomes, program effectiveness, and patterns/trends of service utilization.
- Manage multiple projects and collaborate with fellow data team members.
- Prepare reports and presentations of data.
- Conduct literature reviews to inform analysis design and outcome measures.
- Research best practices in data management and data processing procedures and techniques.
- Work with program staff to develop 1) data collection instruments and data systems; 2) key outcomes and indicators to inform program processes and outcomes over time.

Minimum Qualification 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 a specialization in an appropriate field of physical, biological or environmental science or in 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 3-5 years full time experience processing, cleaning, manipulating, and analyzing large administrative datasets using statistical software such as SAS, SPSS or ‘R’. Experience with SQL and other languages a plus.

- The candidate will have excellent written and oral communication skills, and experience with scientific writing. Competency in the use of Microsoft Word, Excel, and PowerPoint is strongly preferred.

- The individual will possess project management skills as well as an ability to easily adapt to multiple programmatic and/or functional areas.

- Experience with matching and merging large, complex datasets.

- Background and experience in research, program evaluation and data analysis is highly desirable.

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 # 284093.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.
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: 03/09/2017                  Post Until: 07/07/2017