

**NYC OFFICE OF THE MAYOR  
NYC OFFICE OF HUMAN CAPITAL DEVELOPMENT  
SENIOR POLICY ADVISOR**

**ORGANIZATIONAL PROFILE:** In 2012, Mayor Bloomberg created the NYC Office of Human Capital Development (OHCD), a new entity housed in the Office of the Mayor to oversee, support, and strengthen the City's range of workforce development, skills training, and adult education activities. The NYC Workforce Investment Board (WIB) and former Mayor's Office of Adult Education (MOAE) were consolidated and placed under the umbrella of OHCD, and the vision and goals are broader than both combined. OHCD strives to help businesses meet their labor needs and help NYC jobseekers find stable jobs with advancement potential. To learn more about OHCD, visit [www.nyc.gov/ohcd](http://www.nyc.gov/ohcd)

OHCD collaborates closely with the various City agencies involved in workforce development and adult education programming - such as the Department for the Aging (DFTA), Department of Correction (DOC), NYC Economic Development Corporation (NYCEDC), Human Resources Administration (HRA), New York City Housing Authority (NYCHA), Department of Parks and Recreation (DPR), Department of Small Business Services (SBS), Department of Youth and Community Development (DYCD), the Department of Education (DOE) and the City University of New York (CUNY).

**JOB DESCRIPTION:** The Senior Policy Advisor will report to one of OHCD's Managing Directors. S/he will act upon, design and develop policies, programs and initiatives that are consistent with OHCD's goals and objectives and work on a variety of projects. This includes coordinating, managing and supporting projects related to workforce development, skills training and adult education that increase efficiency, collaboration, and quality of services.

With latitude to exercise a wide degree of authority and judgment, the Senior Policy Advisor may work on projects that include, but are not limited to:

- Developing the City's action agenda around major changes to the GED test
- Building upon the City's *Know Before You Enroll* campaign
- Piloting a real-time adult education seat locator system
- Developing a strategy to expand access to Wage Reporting System data
- Collaborating with partner agencies on priority administration efforts related to workforce and adult education
- Developing a Citywide workforce and adult education strategy and agenda
- Overseeing and implementing the responsibilities of the Workforce Investment Board (WIB), with a focus on member engagement, recruitment and partnerships

Job responsibilities may include, but are not limited to:

- Initiating, coordinating and serving as lead project manager on new and existing OHCD and interagency initiatives related to workforce development, skills training and adult education
- Conducting research and analysis, editing and writing, resulting in ongoing quantitative and qualitative assessments and/or recommendations on policy related agenda items and/or

initiatives to the OHCD leadership, up to and including the Deputy Mayors and the Chancellor of the NYC Department of Education

- Coordinating and supporting the development of common workforce data metrics/indicators and leveraging labor market information to guide decision making and planning. Serving as OHCD point person on all issues related to data and analytics
- Meeting with key internal and external stakeholders to develop and sustain positive relationships and networks

**Preferred Qualifications and/or Skills:**

- A Bachelor's and/or Master's Degree in Economics, Finance, Business or Public Administration, Organizational Development, Labor Relations, Psychology, Sociology, Political Science, or a closely related field
- Five-to-seven years of professional-related experience
- Passion and commitment to workforce development, skills training and adult education, with a proven track record of working on some aspect of this
- Ability to identify and acquire knowledge specific to assigned projects – has the motivation and brain power to “go deep” and become an expert on topics central to projects’ needs and goals, get up to speed quickly, engage in depth with questions of policy and political strategy with a readiness to move swiftly, prepare and deliver informative and well-organized presentations, and make recommendations for action
- Comfort with collecting, reviewing, distilling, using and communicating data to guide decision-making and planning
- Demonstrable leadership experience, with an ability to handle uncertainty, think creatively, embrace new approaches, and pioneer innovative solutions to intricate problems
- Keen sense of how to effectively work with a diverse group of partners and stakeholders
- Ability to combine high-level strategy and analytical thinking with tactical creativity and flair
- Excellent organizational, time-management and multi-tasking skills, having overseen several highly complex projects simultaneously in the past and undaunted by rapid paced culture
- Outstanding communicator, presenter and writer
- Advanced knowledge of MS Office

**SALARY:** Salary Commensurate With Experience.

**TO APPLY:** Submit a one-page cover letter and resume to: Max Reynaga at [mreynaga@cityhall.nyc.gov](mailto:mreynaga@cityhall.nyc.gov)

**New York City Residency Is Required Within 90 Days Of Appointment  
The City of New York and the Office of the Mayor are Equal Opportunity Employers**