

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost

Civil Service Title: City Research Scientist	Level: 02
Title Code No: 21744	Salary: \$54,080.00 - 80,000.00
Office Title: EEO Statistical Analyst	Work location: 1 Centre St., N.Y.
Division/Work Unit: Division of Citywide EEO	Number of Positions: 1
Hours/Shift: Day	

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire a City Research Scientist Level 2 to work for the Division of Citywide Equal Employment Opportunity ("EEO"). The Division of Citywide EEO works to ensure that all City employees and job applicants have equal employment opportunity with regard to hiring, promotion, training, compensation, separation and all other personnel actions. The Division provides oversight and guidance to nearly 80 City agencies employing 300,000 employees. The Division develops and enforces uniform standards and procedures that enable other City agencies to establish annual plans, measures, and programs that ensure equal employment opportunity for city employees and job applicants throughout the various City agencies; conducts EEO training sessions for agency EEO professionals; and compiles, provides and analyzes Citywide EEO data. The City Research Scientist will:

- Assist in conducting quantitative research studies and develop policy recommendations consistent with research findings.
- Use statistical, spreadsheet and database skills to assess patterns in City agencies' workforce demographics.
- Compare Citywide workforce with Census and other labor force data.
- Assist in conducting adverse impact analyses on Citywide practices.
- Conduct demographic analysis of civil service examination results.
- Create customer-focused reports, including charts, tables and maps, on a wide variety of labor force utilization topics.
- Provide data analysis training for non-specialists.
- Update agency data systems consistent with legal requirements.

Qualification Requirements

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

New York City residency may be required within 90 days of appointment.

Essential Skills

The qualified candidate should possess excellent analytic, problem solving, interpersonal, verbal and written communication skills; adaptability; discretion; the ability to work both as a member of a team and with minimal supervision; and have some knowledge of equal employment opportunity, employment discrimination law, or economic or labor market research or labor relations. The candidate should have in-depth knowledge of a variety of statistical and data management applications, including SPSS, Stata or SAS.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#2011/82178. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 12/30/2010

Post Until: 3/30/2011

JVN: 868-2011-82178

The City of New York is an Equal Opportunity Employer.