



ANDREW M. CUOMO
Governor

Homes and
Community Renewal

RUTHANNE VISNAUSKAS
Commissioner/CEO

Housing
Trust Fund
Corporation

Build a career while building a better community. Rewarding careers in Public Service start here!

DATA AND POLICY ANALYST

New York State Homes and Community Renewal (HCR) fosters the creation and preservation of high quality affordable housing for New Yorkers, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Working under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, *HCR* is a vibrant, innovative Agency that integrates and leverages New York State's housing and housing finance resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multi-family housing finance, home improvement, rent control, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, and retirement and family-friendly policies.

Organization Summary

Reporting directly to the Chief Operating Officer (COO), the **Office of Research and Strategic Analysis (ORSA)** provides crosscutting support to HCR's executive and program leadership in advancing the agency's mission to build, preserve, and protect affordable housing, and increase homeownership in New York State. Created in late 2017, the ORSA team consists of data analysts and policy specialists who, using quantitative and analytical research methods and strategies, provide data-driven guidance on high-priority initiatives and answer questions that are critical to the success of the agency and component programs and offices.

Duties and Responsibilities include, but are not limited to:

Support programs and the overall organization in addressing various ad hoc policy and ongoing data questions:

- Data Quality Assurance
- Methodology development and documentation
- Reporting functions for federal and state requirements
- Providing policy frameworks and quantitative scenario analysis

- Develop and execute longer term strategies and research projects to assess and/or highlight programmatic and organizational performance.
- Work with a team of GIS, data, and research analysts in the development and maintenance of performance management reports and ad hoc data analysis to support program operations.
- Coordinate with other teams in HCR in preparing data to for external and internal reporting and research needs.
- Working with senior RSA staff, consult with program to define project needs, purpose, and data and policy requirements.
- Use GIS applications and equipment to improve project efficiency.

Requirements:

- Must be a NY State resident or able to relocate to NYS
- Bachelor's degree with course work or experience in GIS, planning, computer science, geography (preferred), or related fields of study.
- Excellent oral, written, and quantitative skills.
- Exceptional problem-solving abilities.
- Ability to quickly and clearly synthesize information.
- Exceptional ability to use data to make decisions.
- Expertise in the use of Microsoft Office products, specifically Excel and Access.
- Expertise in the use of geospatial tools such as ArcGIS.
- Experience with a statistical package such as STATA, SAS, or R.
- Ability to work in a flexible, fast paced, mission driven environment.

This job description is not intended to be all inclusive, and the employee will also perform other reasonably related business duties as assigned.

TO APPLY, please send resume and cover letter to: HTFCJobs@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)