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**Quantitative Data & 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 Kathy Hochul 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 and stabilization, 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**

The Office of Research and Strategic Analysis (ORSA) team works closely with NYSHCR’s executive and program leadership in the areas of strategic planning, policy analysis and development, program and organizational performance, reporting, performance measurement, and decision-making. Using quantitative analytical research methods and strategies, the team aims to answers questions that are critical to the success of the organization and component programs and offices.

**Position Summary**

Reporting to the ORSA Senior Public Policy Specialist, the Quantitative Data & Policy Analyst, Office of Research and Strategic Analysis is responsible for ensuring that proprietary, programmatic, and publicly-available data is consistently, imaginatively, and effectively used to drive decision-making throughout the agency. Their role is to make value out of data – bring a strategic eye to aid operational performance and develop responsive reporting tools. They are accountable for supporting management in developing ad hoc and ongoing analyses that are accurate and timely. They will have a primary focus on developing reporting tools for the agency’s Housing Plan and will be central to helping the executive leadership effectively utilize and integrate data to drive program quality. Ideally, they will have experience in developing an executive reporting dashboard through Tableau or some similar interface. They also will be a central coordinator for the public presentation of data about housing and community renewal efforts statewide.

* 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, quantitative, 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 ORSA 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, 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 Tableau and Microsoft Office products, specifically Excel and Access.
* Experience 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 employee will be expected to perform other reasonably related duties as assigned.

**WHAT WE OFFER:**

* Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
* Promotional opportunities for dedicated professionals.

All internal SHA employees(only) are directed to apply via

[Nyshcr.sm.internalcandidates@nyshcr.org](file:///\\hcr-smb.dhcrnet.local\dhcr_shared\hpl_pubdata\personnel1\STAFFING\SONYMA-HFA-AHC%20RPAs\R.%20Cooke\Nyshcr.sm.internalcandidates@nyshcr.org)

**Please Include your name in the subject line**

TO APPLY, [CLICK HERE](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=43cf30d7-f3f9-4318-a505-c58f178c24e6&ccId=19000101_000001&jobId=420234&source=CC2&lang=en_US).

**Applicants must include resume and cover letter**

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