



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

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

ASSISTANT DIRECTOR OF RESEARCH AND DATA METHODOLOGY

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State.

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 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 multifamily housing finance, home improvement, rent regulation, 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, retirement, and family-friendly policies.

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 scientists, 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.

Job Summary

The Assistant Director of Research and Data Methodology oversees the quantitative research function of HCR's Office of Research and Strategic Analysis (ORSA). Reporting to the Director of ORSA, they will ensure that proprietary, programmatic, and publicly available data is consistently, imaginatively, and effectively used to drive decision-making throughout the agency. Directly supervising data analyst(s) and working with all members of the ORSA team, the Assistant Director is responsible for producing client-ready documentation and insights, supported by the latest available data and replicable methodologies. They will liaise with HCR program and policy staff, as well as executive leadership, to develop short- and long-term research projects to inform policy development, drive program quality, and improve operational performance. They will assist the Director in coordinating with outside researchers and other stakeholders to build a body of knowledge about the impacts of HCR's programs and funding on



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

New York State residents and communities, and in coordinating with the public information and intergovernmental affairs offices with the public presentation of data about housing and community renewal efforts statewide.

Duties and Responsibilities include, but are not limited to:

- Regularly working with the Chief Research Officer, the Chief Economist, the Director of ORSA, and the Assistant Director of Program and Policy Analysis to develop and update the strategic research agenda for the agency.
- Mentoring and directly managing data analyst(s) while also providing collegiate support to all ORSA staff.
- Documenting and managing administrative and other datasets and methodologies associated with ORSA research projects and work products.
- Enhancing data collection procedures to include information that is relevant for building analytic systems.
- Overseeing the efficient processing, cleaning, and verifying the integrity of data used for analysis, including large sets of data and potentially sensitive/confidential data and information.
- Liaising with program and policy staff about ad hoc requests and ongoing research projects.
- Managing the production of work products—such as presentations, memos, reports, dashboards, data tools, etc.—that appropriately communicate the results of research and are responsive to the needs of the end user(s)/audience/stakeholder(s).
- Providing direct support to policy-development.

Requirements:

- Must be a NY State resident or able to relocate to NYS.
- Master's degree in public administration, economics, finance, business, statistics, data science, or a related field or equivalent work experience.
- A minimum of 3 years' experience in a quantitative role.
- Demonstrated experience with quantitative research designs and statistical analysis techniques. They should show proficiency/familiarity with statistical tools that allows them to sufficiently manage detailed research topics.
- Excellent oral, written, and communication skills.
- Exceptional problem-solving abilities.
- Ability to quickly and clearly synthesize information while showing an exceptional ability to use data to make decisions.
- Experience with statistical or data science packages such as STATA, SAS, or R and geospatial tools such as ArcGIS.
- Familiarity/proficiency using query languages (e.g. SQL) is a plus.
- 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.



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Exciting opportunity to be part of New York's resurgence to greatness;
- Promotional opportunities for dedicated professionals.

All internal **SONYMA/HFA/AHC employees (only)** are directed to apply via
internalcandidates@hcr.ny.gov

Please Include your name in the subject line
New York State is an Equal Opportunity Employer (EOE)