Executive Division
Research and Analytics Department – New York City
Data Analysts
Reference No: RAD_NYC_DAT_6363

Application Deadline is February 21, 2025
Multiple Opportunities Available

Goal:

The Research and Analytics Department (RAD) in the Office of the New York State Attorney General (OAG) is seeking candidates for full-time Data Analyst positions. These positions primarily support initiatives across the Social Justice Division, with a particular focus on supporting the Voting Rights Section in the Civil Rights Bureau. The section is charged with, among other things, enforcing the newly-enacted New York Voting Rights Act, one of the strongest state voting rights laws in the country, including implementing one of the first-ever state "preclearance" programs.

Purview:

As part of an innovative team housed in the Executive Division, you will work with staff and divisions throughout OAG to support OAG's major initiatives, investigations, and policy development. Our team researches and writes analytical reports garnering national attention, directs multi-million-dollar grant programs, and supports the office's major investigations. See for example: lawsuit against auto lender for deceptive practices, preliminary report on NYPD response to Protests, JUUL lawsuit and remediation, opioids lawsuit, lawsuit preserving affordable housing from illegal kickback scheme, and the FCC fake comments report. Utilizing a vast collection of public and confidential information, you will work with data covering the breadth of OAG's purview building advanced analytic tools to inform investigations that affect the lives of all New Yorkers.

Employing over 1,800 people across New York state, OAG is both the "People's Lawyer" and the state's chief legal officer. The Data Analysts support OAG's work in numerous legal and regulatory arenas, including protecting the rights of investors and consumers, coordinating state-wide criminal investigations, promoting civil rights, economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment. The OAG also advises the executive branch of state government and defends actions and proceedings on behalf of the state.

Duties:

Data can and does play a pivotal role in decisioning on a wide range of OAG's work. The Data Analysts work closely with RAD, the Voting Rights Section, and other staff to support the work of OAG.

Exploring and analyzing data:
- Synthesizing pertinent facts and issues from large amounts of information/data
- Using standard, reproducible methodology
- Condensing large/complicated information to key points
- Communicating findings and methodology through written reports, verbal presentations, and visualizations
- Creating visually compelling and informative graphics or maps
- Understanding and identifying limitations of sources or analysis

Developing or programming new databases or datasets:
- Aggregating disparate data and developing original datasets
- Identifying and cleaning "dirty" data
- Creating functions to flag/separate/segregate/filter/aggregate data
- Troubleshooting data and calculations for errors/omissions

Qualifications and Skills:

- Bachelor's degree or equivalent work experience required
- Demonstrated qualitative and/or quantitative research abilities
- Experience with scripting, querying, or statistical programming (e.g., Python, R, SQL)
- Strong oral, written, and presentation communication skills
- Ability to communicate technical concepts and results to a non-technical audience
- Highly organized, self-directed, and curious
- Personable and positive, with a high level of integrity
- Interest in public policy and social/economic justice

Preferred Skills and Experience:

- Python data stack (pandas, numpy, scipy)
- Advanced SQL (e.g. subqueries, window functions) or database management
- Obtaining data from API's, websites, PDF's or other difficult sources
- Data visualization or front-end software (e.g. plotly, matplotlib, bokeh, altair, streamlit, Tableau, d3)
- Comfort with linux command line tools and git/GitHub
- Experience working with voting, electoral, or related data

The hiring rate for this position is $86,697 plus $3,400 in location pay. As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.

How to Apply

Applications must be submitted online. To apply, please click on the following link: **RAD_NYC_DAT_6363**
To ensure consideration, applications must be received by close of business on February 21, 2025.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - In lieu of a writing sample, please provide a code sample (data ETL and/or analysis in python, R, and/or SQL; this can be a link to a public github/gitlab repo).
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about OAG, please visit our website: ag.ny.gov