



# Senior Policy Scientist, Policy Development and Special Initiatives

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## **About the Agency:**

The New York City Department of Housing Preservation and Development (HPD) is the nation's largest municipal housing preservation and development agency. Its mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of the existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners. HPD is tasked with fulfilling Mayor de Blasio's Housing New York Plan which was recently expanded and accelerated through Housing New York 2.0 to complete the initial goal of 200,000 homes two years ahead of schedule by 2022, and achieve an additional 100,000 homes over the following four years, for a total of 300,000 homes by 2026.

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## **Your Team:**

HPD's Office of Policy and Strategy (OPS) cuts across traditional areas of responsibility within HPD's organizational structure to support and strengthen the work of the agency in close collaboration with the Commissioner's Office. The **Policy Development and Special Initiatives** unit (PDSI) is part of OPS's Division of Housing Policy (DHP). PDSI is a team of policy and data analysts, technical researchers, and project managers whose work covers a dynamic portfolio of short- and long-term policy projects. PDSI works across the agency to advance its mission by assessing policy proposals, designing new initiatives, and reviewing the impacts of existing policy.

## **Your Impact:**

The Senior Policy Scientist will pair holistic thinking and creative problem-solving with rigorous quantitative analysis to support sound policy recommendations to agency and City leadership to address the city's most pressing housing challenges in service of New York City residents.

## **Your Role:**

The Senior Policy Scientist will work both independently and collaboratively, with PDSI team members and colleagues from outside the team, using administrative and survey data and applying advanced statistical and research methods to evaluate policy proposals.

This role will require serious methodological rigor, creativity and problem solving skills that they will apply to a mix of multiple short and long term projects, often with tight and overlapping deadlines that will require skilled project management to keep in balance. The Senior Policy Scientist will need to be able to clearly and succinctly translate their findings, identifying the strengths and weaknesses of their analysis and clearly identifying the extent of and limitations of their findings. They will work closely with HPD's Research and Evaluation team to use New York City Housing and Vacancy Survey data when possible.

Like all PDSI team members, the Senior Policy Scientist will benefit from skill- and knowledge-building workshops, guest talks, and field trips, curated to expand the expertise of the unit. PDSI leadership will support the professional development and growth of the Senior Policy Scientist through individual guidance and support.

## **Your Responsibilities:**

- Receive and translate policy questions to analytical questions that can be tested and evaluated using administrative and survey data;
- Identify the strengths and limitations of various methodological approaches and the comparative benefits of various data sources, including demographic survey data, to make responsible recommendations to team and agency leadership;
- Translate complex analytical concepts and findings for a variety of audiences to support policy recommendations;
- Receive and respond to data requests, identifying the best source of data for the request, identifying the limitations of the findings and translating concepts for a variety of audiences;
- Manipulate, clean, and process large datasets;
- Apply rigorous standards and practices for maintaining data integrity and quality, including for the quantitative work of PDSI colleagues
- Support the work of other team members, including fellows and interns;
- Participate in PDSI policy discussions to a deeper understanding of difficult policy choices from a variety of quantitative and qualitative angles; and

- Represent PDSI in working groups and meetings with DHP and Agency leadership to support the development of strong policy recommendations.

**Preferred skills:**

- Excellent teamwork and leadership skills; comfort with working individually and collaboratively;
- Exceptional skills related to quantitative research, including statistical methods, conceptualizing research questions, and understanding how to approach answering them with data
- Experience managing and manipulating administrative data in languages such as R, Python, Stata, or SAS, and working with relational databases and using data sets produced by the U.S. Census Bureau, including Census tables and PUMS microdata, and New York City and State government agencies
- Ability to think creatively, critically, and strategically, and to consider complex policy problems through both a micro-level and a macro-level lens and from an equity perspective
- Interest in housing, real estate, and land use policy issues relevant to New York City
- Desire to be part of a high-performing team
- Ability to communicate complex statistical data and concepts to a variety of audiences in e-mails, memos, slides, and oral presentations
- Ability to deliver high-quality work products under pressure on strict deadlines
- Commitment to public service and passion for using skills to achieving equity and advancing the common good

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**How to Apply:**

Please go online and apply at [www.nyc.gov/careers](http://www.nyc.gov/careers). Search for **JOB ID# 525520**

City Employees: Apply through the Employee Self Service portal (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for **JOB ID# 525520**

**Salary range for this position is: \$84,468 – \$97,138**

**NOTE:** Only those candidates under consideration will be contacted.

**NYC residency requirement:** New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.