



## JOB VACANCY NOTICE

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**Office Title:** Health & Safety Policy Analyst

**Salary:** \$64,543- New City Employees  
\$69,603- 2 years of City service

**Civil Service Title:** Research & Liaison Coordinator

**Title Code & Schedule:** 13196 – Full Time

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The Office of Brooklyn Borough President Policy unit focuses heavily on preserving the affordability and accessibility of the city for people of all backgrounds and income levels. The office is deeply invested in issues concerning economic recovery, affordable housing, health, education, and quality of life. We are seeking a candidate with knowledge of the New York City healthcare system and experience in the health policy field. The Health & Safety Policy Analyst will conduct research analysis, draft policy recommendations, and assist in the development and implementation of public policy priorities of the office. The position requires the ability to quickly analyze complex legislative and policy matters and identify their significance within New York City. The candidate must have knowledge of the healthcare, safety, and food security landscape in NYC. The Health & Safety Policy Analyst will report directly to the Director of Policy.

### **Role and Responsibilities**

- Self-directed research of policy matters using original source material, primary documents, news media, the City's key policy, budget documents, and the City's open data platforms.
- Writing in-depth policy reports based on original empirical research.
- Communicating regularly with health and safety advocates, staff, and the community, learning their ongoing issues and needs, while providing them with resources and information.
- Attending relevant community meetings.
- Organizing and implementing special projects related to the office's policy interests.
- Maintaining a working network of outside sources, including public interest advocates and government colleagues, to form policy research ideas and recommendations.
- Maintaining familiarity with policy developments in the City and State related to health, safety, and food security.
- Analyzing developments in City and State government and preparing written briefings.
- Identifying emerging issues and policy trends consistent with the office's policy agenda.
- Giving presentations to the Borough President and senior staff to initiate new policy investigations and research projects.
- Organizing and leading collaborative workgroups.
- Other duties as assigned.
- Must be flexible to work nights, and weekends, and attend events as needed.

### **Minimum Qualifications Requirements**

1. A Bachelor's degree from an accredited college in public policy, sociology, political science, or public health is preferred with at least two years of experience in policy, research, and/or community work in an area related to the duties described above; or
2. High school diploma or equivalent with at least six years of experience in community work or community-centered activities in an area related to the duties as described above.

### **Preferred Skills**

- Strong written and oral communication skills.
- Excellent interpersonal, problem-solving, and organizational skills.
- Extensive qualitative and quantitative research experience preferred.
- Strong knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Knowledge of NYC agencies and previous work in a government office, healthcare or health policy organization, or community organization preferable.
- Knowledge of Brooklyn and interest in its neighborhoods/communities is a plus.

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**To apply:** Submit a resume, cover letter, and two writing samples to [BKBPHR@brooklynbp.nyc.gov](mailto:BKBPHR@brooklynbp.nyc.gov) with the subject line "Health and Safety Policy Analyst." Submission of an application package does not guarantee that you will receive an interview. Only those candidates under consideration will be contacted.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to apply for a job because of your disability. You can request reasonable accommodations from the EEO office at [BKBPEEO@brooklynbp.nyc.gov](mailto:BKBPEEO@brooklynbp.nyc.gov).

New York City residency is required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for two (2) continuous years may also be deemed to be in compliance with the residency requirement if they reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. This requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [Public Service Loan Forgiveness | Federal Student Aid](#).