About the Office:
The Office of the Deputy Mayor for Health and Human Services advances New York City’s efforts to coordinate system transformation across the City’s public healthcare system, expand access to social services for all, and ensure that agencies that oversee the City’s most vulnerable populations, including children in foster care and families living in homeless shelters, are run compassionately, equitably and effectively. With a portfolio that amounts to approximately $22 billion, the Office of the Deputy Mayor for Health and Human Services has an unprecedented opportunity to build a team focused on implementing bold efforts within and across 12 City agencies and Mayor’s Offices.

About the Role:
Working in the NYC Mayor’s Office at City Hall within the Office of the Deputy Mayor for Health and Human Services, the Policy Analyst will help advance the health component of the HHS portfolio, focusing on key issues facing the NYC Department of Health and Mental Hygiene, NYC Health + Hospitals (including Correctional Health Services), and the Office of the Chief Medical Examiner. The Analyst will support City Hall projects and assist with day to day management of key health initiatives to ensure that all New Yorkers have access to equitable health care and overall wellness, regardless of neighborhood, income, or immigration status. Such initiatives include: Guaranteed Care, a plan to guarantee health care for all New Yorkers; HealingNYC: Preventing Overdoses, Saving Lives, a comprehensive plan that invests $60 million annually to reduce opioid overdose deaths; chronic and infectious disease control and prevention, including responding to the recent measles outbreak; the city’s first comprehensive plan to reduce maternal deaths and life-threatening complications of childbirth among women of color; and several initiatives to advance health care services in NYC jails.

Job Responsibilities:
The Policy Analyst will:
- Assist in managing projects and policy initiatives relevant to public health, mental/behavioral health, substance misuse, and health care delivery to ensure that goals and timelines of the health team are met. This requires coordinating with all appropriate City agencies and HHS team members.
- Provide writing and administrative support to the Deputy Mayor and senior HHS staff, including preparation of correspondence, briefing memos, weekly reports, talking points, meeting planning and scheduling, and staffing the Deputy Mayor at meetings and events.
- Conduct quantitative and qualitative research and provide recommendations to team members on health policy proposals and initiatives focused on public health, health equity, and innovation in care delivery, correctional health, and behavioral health.

Qualifications:
- A Baccalaureate degree from an accredited college, plus 1 year of full-time relevant professional experience in a field related to this position; or
- A combination of education and/or experience which is equivalent to the above requirement;
• Strong project management skills, including in organizing complex projects, events and conference calls;
• Ability to analyze data, research, and policy proposals in order to write policy memos, briefings, remarks presentations, etc.;
• Attention to detail and excellent organization skills;
• Flexibility to work as part of a dynamic team in an ever-changing environment, demonstrated ability to juggle multiple projects effectively;
• Outstanding communication and interpersonal skills;
• Background in public health and/or health care is a plus.

Salary:  Commensurate with experience.

To Apply:  Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers