



**OFFICE OF THE DEPUTY MAYOR FOR HEALTH & HUMAN SERVICES**

**POLICY ANALYST**

**JOB NUMBER: 16576**

**About the Office:** The Office of the Deputy Mayor for Health and Human Services (HHS) works to advance the City's efforts to address homelessness across the five boroughs, develop a citywide network for mental health support, coordinate across the City's public healthcare system, improve access to social services for all New Yorkers, and ensure Agencies that oversee the City's most vulnerable populations, such as children and victims of domestic violence, are run compassionately and effectively.

**About the Role:** The Policy Analyst's portfolio will encompass projects, initiatives, and/or policy proposals at the direction of the Deputy Mayor for HHS and other team members. These projects represent critical policy areas within the Office which include, but are not limited to the goals of the City agencies within HHS. Based on experience and qualifications, the Policy Analyst's portfolio may focus more on public health policy or human services. Working in the NYC Mayor's Office at City Hall and under the direction of the Chief of Staff and other senior-level staffers, the Policy Analyst for Health & Human Services will perform the following functions:

- **Research & Analysis** –assist other staff members in performing qualitative and quantitative research in connection with policy proposals, capital projects, sector-based initiatives, and real estate transactions. Based on that analysis, make recommendations to relevant staff members;
- **Project Management** –in coordination with appropriate City agencies and team members, will assist in overseeing and monitoring projects and policy initiatives to ensure that goals and timelines are met;
- **Agency Liaison** – serve as a liaison between agencies and the Office of the Deputy Mayor, to monitor projects and assist in handling day-to- day issues;
- **Interagency Coordination** –coordinate with agencies, boards, commissions, organizations, and institutions relevant to housing and economic development to research proposed initiatives, meet project goals and timelines, and review agency and interagency work product. This may include coordination of outreach to non-housing and economic development agencies;
- **General Support** – As needed, provide administrative support and coordination, including preparation of correspondence and briefing memoranda, background research and information, meeting planning and assistance, and answering multi-line phones.

**Skills and 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 "1" above;

- Background in policy, planning, public health or human services;
- Attention to detail and excellent organization skills;
- Willingness to work as part of a team environment, and adapts well to change;
- Excellent communication and interpersonal skills;
- New York City government work experience or relevant research or technical background, a plus.

**Salary:** Commensurate with experience

**To Apply:** Please submit a resume, cover letter and 3 references to [Candidate Application](#)

**New York City Residency Is Required Within 90 Days of Appointment**  
**The Office of the Mayor and the City of New York are equal employment opportunity employers.**