City of New York
DISTRICT ATTORNEY KINGS COUNTY
Citywide Job Posting Notice

Civil Service Title: Community Coordinator	**Level:** 00
Title Code No: 56058	**Salary:** $80,000 (Annual)
Title Classification: Non-Competitive	
Business Title: Program Evaluator	**Work Location:** 350 Jay Street, Brooklyn NY
Division/Work Unit: Fiscal and Budget Planning	**Number of Positions:** 1
Job ID: 563106	**Hours/Shift:**

Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a Program Evaluator in the Fiscal Bureau's Budget and Grants Analysis Unit.

The Fiscal Bureau's Budget and Grants manages the primary financial functions of the agency with the responsibility of planning and monitoring the agency's $130 million budget (FY23), which supports a staff of more than 1,200 employees' ensuring and managing State and Federal revenues; maintaining and reconciling agency bank accounts; payment of invoices annually; and monitoring its financial health by reviewing financial statements and audits. Responsible for the financial management of grants received by KCDA; monitoring agency fiscal activity and conducting expenditure analyses; ensuring regulatory compliance; and analyzing fiscal operations.

Under general direction, with wide latitude for independent initiative and judgment, the prospective candidate will perform the following duties:

> - Train program staff to enhance data literacy.
> - Produce data dashboards for utilization by all teams.
> - Establish a process for measuring return on investment for programs.
> - Design and analyze program evaluations for all existing programs and any new programs being proposed.
> - Coordinate with partners to ensure the robust functioning of all the agency's programs – internal and external, including alignment and refinement of monitoring indicators and tools, the establishment of a plan for monitoring project progress, analysis of data, and highlighting programmatic lessons learned.
> - Collaborate with the program staff to identify essential program activities, processes, and outcomes to document, and design a system for capturing lessons learned and best practices.
> - Analyze the quantitative and qualitative process and outcome data to identify program strengths, trends, and areas in need of improvement.
> - Assist in establishing and maintaining compliance reporting, analysis, and tracking as needed.
> - Assist in the presentation of data collection mechanisms to programs, facilitate staff discussions and buy-in, and provide technical assistance and training as needed to help staff understand and use data and data systems to improve program performance.
> - Develop and update tools to monitor key program outcomes and use data quality metrics to implement best practices in program processes.
> - Support and assist the Grants Manager with data requests for use in funding applications, contract renewals, and reports submitted to various government agencies.
> - Develop case management software to track across all programs
> - Lead evaluation at the program and organizational level that supports the agency's mission and organizational goals.
> - Use qualitative and quantitative data to monitor progress, identify trends, and derive insights about each program's performance.
> - Work collaboratively with the Grants Manager to conduct ongoing assessments of staff needs to better run our programs and understand their impact.
> - Produce regular reports and/or dashboards to facilitate data-driven inquiry.
> - Facilitate analysis of data to strengthen service provision and outcomes. Work collaboratively with the Grants Manager to analyze data for grants.
> - Lead quality assurance testing in our systems and ensure quality data for our programs.
> - Ensure that the reports, analytical insights, and other data & evaluation resources are communicated across the organization.
> - Perform other related duties as needed.

** 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. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency. **

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community-centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community-centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Additional Information

Candidates must meet the additional requirements:
> - Bachelor's degree is required, Master's degree is preferred.
> - Must have three to five years of experience in data management, analysis, and evaluation preferred.
> - Must have experience and skills in database applications, SPSS, or other statistical tools and case management.
> - Working knowledge of quantitative and qualitative research methods, including experience with relevant tools like statistical analysis software.

Employees of the City of New York may be eligible for federal loan forgiveness programs and state repayment assistance programs. The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service

Preferred Skills

> - Past success in designing, implementing, and efficiently operating M&E plan from initiation to closeout stages at the organizational level.
> - Extensive experience in Monitoring, Evaluation, and Learning.
> - Working experience in survey design and implementation.
> - Strong quantitative and analytical skills and the ability to communicate verbally and in writing; including experience writing and briefing summary reports and streamlining complex information into high-level reports.
> - Excellent interpersonal skills with proven ability to effectively interact with all levels of the organization; ability to work independently and meet deadlines; and strong organizational skills with attention to detail.
> - Strong ability to analyze complex information and identify patterns or essential issues; strong proficiency in Microsoft Office, including PowerPoint, Word, and Excel.

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 it with the agency representative at the time of interview.

The City of New York/Kings County District Attorney's Office is an Equal Opportunity Employer