DISTRICT ATTORNEY KINGS COUNTY
Job Posting Notice

Job ID	773520	**# of Positions**	1

Business Title	Data Analytics Specialist
Civil Service Title	COMMUNITY COORDINATOR
Title Code No	56058 **Level** 00
Title Classification	Non-Competitive
Proposed Salary Range	$ 70,000.00 - $ 97,593.00 (Annual)
Work Location	350 Jay St, Brooklyn Ny
Division/Work Unit	Executive Support Staff

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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 Data Analytics Specialist.

The Data Analytics Specialist will aggregate and analyze data from across the Office and other sources, in furtherance of improving Office operations, quantifying the performance of staff and initiatives, reducing crime, and responding to other needs identified by Office leadership. The Data Analytics Specialist will also be responsible for collaborating with outside agencies or entities on data-driven projects consistent with Office priorities. The Data Analytics Specialist will work with IT data specialists, prosecutors, and investigators to develop new data analysis tools and set up a pipeline for moving these tools from development to production.

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

- Retrieve, create, edit, and analyze quality data from various Office databases and systems in their native formats for both recurring and ad hoc reporting, as requested by an executive and other senior staff for diverse purposes and consumers.
- Contribute to the report development lifecycle, including the gathering and understanding of requirements, database and report development using SQL Server Management Studio and SQL Server Reporting Services, developing SQL queries and stored procedures for use in reporting and analysis where appropriate.
- Use data visualization tools and other methods to craft timely, accurate, and accessible reports, dashboards, and other data products for internal and external use, capturing complex data relationships and presenting data-driven insights in an easy-to-understand way.
- Conduct program evaluations, including identifying measurement outcomes, collecting relevant data, and performing statistical analysis to assess impacts and trends.
- Assess and evaluate prosecutorial outcomes against Office policies and metrics using a range of data sources.
- Maintain a clear understanding of Office practices, operations, policies, and business rules and proactively participate in ongoing Office data transformation projects, including integration of data from siloed Office systems into a central database format, promoting the consistent implementation of industry standards and best practices to establish and maintain robust data quality assurance, control, and improvement.
- Assess existing Office databases for accuracy and develop and implement strategies to improve quality and consistency, resolving inconsistencies and correcting deficiencies in consultation with executive and other Office staff.

- Identify, integrate, and analyze new data sources, use cases, and pilot concepts, and participate in partnerships with outside agencies to facilitate data-driven projects.
- Collaborate with IT on storage procedures, reporting environment, and database design, and support and educate staff requesting and using data, demonstrating the power of data-driven work.

Additional Information
Candidates must meet the additional requirements:
- Must have a bachelor's degree in data engineering, statistics, economics, computer science, mathematics, or related field.
- Must be proficient with Microsoft SQL Server 2012 and up, and Microsoft SQL Reporting Services.
- Posses working experience using data visualization software such as Tableau or Power-BI.
- Should have a solid knowledge of Python and R.
- Proven experience in Linux, SQL, MongoDB, Git, Shiny Server, etc., demonstrated through academic projects, work experience, or an active GitHub account.

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
- Experience in business intelligence, time series analysis, project management, and program evaluation.
- Experience in developing web applications like Flask, Django, Shiny, HTML, CSS, JavaScript, etc.
- Experience producing analyses and reports for a variety of audiences.
- Excellent interpersonal, verbal, and written communication skills; strong attention to detail is essential.
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment.
- Curious, self-driven, and willing to expand technical skill set and proactively seek new opportunities within the office.
- Knowledge of the New York City criminal justice system, criminal law, and procedure is a plus.

To Apply

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

For Non-City/External Candidates: Visit the External Applicant NYC Careers site and type "DA - Brooklyn" on the search line. Then locate the Job ID number. For Current City Employees: Visit Employee Self Service (ESS) to view and click on Recruiting Activities, Careers, and search by Job ID number.

Minimum Qual 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.

Public Svc Loan Forgiveness

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at https://studentaid.gov/pslf/.

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.

POSTING DATE   03/11/2026   **POST UNTIL** 03/31/2026

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.