



OFFICE OF THE NASSAU COUNTY COMPTROLLER

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Mineola, New York 11501

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nccomptroller@nassaucountyny.gov

TITLE:

Performance Management Analyst

GENERAL POSITION DESCRIPTION:

The Office of the Nassau County Comptroller is seeking a full time analyst who will work with our team on data collection, management, and analysis. Applicants should have a background in economic, financial, or public policy analysis and the ability to leverage data to produce reports and compelling visualizations to drive reform. We are seeking intellectually curious, proactive-minded, and innovative applicants who can find solutions to complex problems within county government and work in a fast paced environment.

RESPONSIBILITIES:

The Performance Management Analyst will assist with a number of projects, including:

- Assisting with designing, implementing, and maintaining a data management platform
- Researching, cleaning, and verifying existing financial and operational datasets; collecting raw data; and developing data dictionaries
- Assisting with developing methodologies to measure and report on financial and operational performance
- Conducting data analysis
- Preparing fact sheets, reports, white papers, and other work product to summarize key information for County departments, vendors, and the public
- Assisting with ad hoc reports and projects as needed
- Performing related duties as required

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Strong critical thinking, problem solving, and analytical skills, with an ability to digest complex information, synthesize information from multiple sources, and proactively assess data quality
- Knowledge of data analysis techniques with an understanding of basic statistical concepts
- Proficient in SAS, Stata, or R; Microsoft Excel; Microsoft Word; and Microsoft PowerPoint
- Experience managing, cleaning, and analyzing large datasets
- Ability to design compelling graphics and reports to present key findings and information
- Strong written and communication skills, including the ability to explain complex, technical subject matter to a general audience
- Strong teamwork skills, and the ability to multi-task and work in a fast-paced environment

Education and Experience:

- Bachelor's degree in data science, statistics, economics, public policy, public administration, finance, or a related field of study
- At least one year of professional experience in a role involving data management and/or collection, data analysis, or performance management

TO APPLY:

Please submit a resume, cover letter, and transcript(s) to NCComptroller@nassaucountyny.gov.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR