



55 Water Street, New York, NY 10041  
www.trsnyc.org • 1 (888) 8-NYC-TRS

## Teachers' Retirement System of the City of New York

### Job Vacancy Notice

**Civil Service Title:** City Research Scientist  
**Level:** 01  
**Functional Title:** Data Analyst  
**Title Code:** 21744

**Salary Range:** \$64,140 - \$ 70,000 (Annual)  
**Location:** 55 Water St. NY, NY  
**Department:** Internal Audit

#### Job Description:

The Teachers' Retirement System of the City of New York (TRS) is a public pension fund that provides New York City educators with retirement, disability, and death benefits. TRS was established on August 1, 1917 and is one of the largest pension plan sponsors in the United States, with more than \$106 billion in assets and over 215,000 active and inactive members, retirees and beneficiaries.

We are seeking a Data Analyst to join our Internal Audit team to develop and enhance the use of data analytics techniques across the audit function. The selected candidate will be responsible for collaborating with colleagues across the agency, including technology partners, to drive the data analytics agenda across the team and foster constant learning of new tools and techniques.

The Data Analyst may design and perform certain tests for audits of TRS functions, as well as technology controls across application systems. This candidate will also be responsible for building and maintaining an inventory of self-service tools for the auditors, supporting the audit lifecycle, and developing timely and accurate management information to help drive efficiencies and insight in the agency's operation.

#### Responsibilities:

The selected candidate will:

- Propose, build and execute data analytics solutions in support of the full Audit life-cycle objectives using tools such as SQL, Python, ACL, Tableau, IDEA, Excel VBA and others.
- Design and develop analytics solutions to support non-cycle-based audit activities, including Continuous Auditing & Monitoring.
- Work closely with stakeholders to identify, access and source key data elements to support the Audit plan.
- Help to develop repeatable analytics & tools geared toward efficiency and Auditor 'self-service' capabilities.
- Detailed knowledge of the structure of data repositories (e.g., databases), and associated risk and controls.
- Stay abreast of new tools and technologies to assist the team in creating the most efficient and effective data solutions.
- Periodically participate in identifying and delivering innovative solutions, with a focus on opportunities that drive department efficiency, effectiveness and consistency.
- Seek opportunities to simplify, consolidate and mature existing Data Analytic solutions to enable the best possible set of automation tools to be produced.
- Ability to propose alternative and creative approaches to traditional audit testing that use technology to either gain efficiencies or provide greater assurance.
- Manage multiple analytics deliverables according to timelines and budget.
- Understand system performance issues associated with the introduction of new technologies, recommend alternate solutions, and escalate to Management in conjunction with audits.
- Provide feedback and coaching guidance to TRS employees for successful transition into new tools and technologies.
- Learn and become proficient with TRS business processes, business rules and business interactions with other systems.

## Preferred Skills:

### What You'll Need to Succeed:

- Experience using techniques to identify relationships between data elements contained in both structured and unstructured data sets.
- Proven and recent track record of developing and delivering sustainable analytical solutions, drawing conclusions and reporting findings, should be prepared to describe such use cases.
- Strong project management skills.
- Work well in a collaborative team environment, manage expectations and competing priorities, willingness to adapt in a fast-paced environment and be effective under pressure.
- Detailed knowledge of the audit process and technology infrastructure are a plus.
- Enthusiastic and self-motivated.
- Strong critical thinking and problem-solving skills.
- Strong interpersonal skills for teamwork and the development of strong relationships with partners across the agency.
- Knowledge of financial applications, tax-deferred retirement planning and savings, pension administration for defined benefits and deferred compensation benefits.

### Additional Information

#### What We Can Offer You:

TRSNYC offers a comprehensive benefits package.

- Flexible work hours, work/life balance
- Paid holidays, sick and annual leave
- Health benefits, dental and vision coverage, prescription drug plans
- Flexible Spending Programs (FSA)
- Commuter benefits plan
- Retirement savings plan (The New York Employees' Retirement System)
- U.S. Savings Bonds
- Employee Assistance Programs (EAP)
- Training and professional development
- Opportunity for scholarships; college savings program
- Public Service Loan Forgiveness (PSLF)

We celebrate diversity and are committed to creating an inclusive environment for all employees. We are an Equal Opportunity Employer and do not discriminate based upon race, religion, color, national origin, ancestry, age, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

## Minimum Qualification Requirements:

For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and three years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

### NOTE: Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

## Residency Requirements:

TRSNYC offers reasonable accommodation during the application process for qualified individuals with disabilities. If you need assistance during the application or interview process and in completing new hire paperwork to accommodate a disability, please email requests to: [HRInquiry@trs.nyc.ny.us](mailto:HRInquiry@trs.nyc.ny.us). TRS also offers reasonable accommodation during employment in accordance with federal, state and local laws.

### Public Service 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 [StudentAid.gov/PSLF](http://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.

## EEO/Reasonable Accommodation and Diversity Statements:

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.

**To Apply:** If interested, please apply using the following methods.

**City Employees:** Employee Self Service (ESS). [www.nyc.gov/ess](http://www.nyc.gov/ess).

**All Other Applicants:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search).

**Search for Job ID#:** 583070

**Dated:** 4/12/2023      **Posted Until:** 5/2/2023