Division of Social Justice
Civil Rights Bureau - New York City
Research Analyst, Hate Crimes
Reference No. CRI_ NYC_ RSA/HC_6288

Application Deadline is August 25, 2023

The Office of the New York State Attorney General (OAG) is seeking a talented and motivated professional for the position of Research Analyst, Hate Crimes. The Research Analyst will provide investigative and legal support, conduct policy analysis and support community outreach and education efforts. This position will be based in New York City and report to the Hate Crimes Unit of the Civil Rights Bureau.

The Hate Crimes Unit enforces civil laws that protect New Yorkers from bias-based violence and intimidation related to race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation, and works on issues related to civil rights and technology. Additionally, the Hate Crimes Unit develops strategies to combat hate crimes and hate groups through public education, outreach, litigation and policy work.

The duties of the Research Analyst will include, but not be limited, to the following:

Investigative & Legal Support Functions

- Assisting with the intake of information regarding suspected hate crimes from various channels/sources including complaints, tips, referrals, independent research and news and social media;
- Collecting, cleansing and formatting large quantities of data, including from publicly available social media API sources, websites, PDFs and other difficult-to-access sources;
- Analyzing data from large data sets, including from pulls of publicly available information;
- Creating and maintaining databases and constructing complex database queries;
- Analyzing incoming intelligence to identify misconduct and opportunities for enforcement;
- Developing metrics, statistics and other tracking methods to measure, assess and archive this data;
- Converting complex data into easily comprehensible reports, PowerPoint presentations and other data visualizations to identify investigation targets and for litigation purposes;
- Interface with other Bureaus, including the Research and Analytics Department, to construct and maintain databases and other data analytics tools.
- Presenting findings and recommendations to Civil Rights Bureau staff, including participating in Bureau strategy meetings; and, as needed,
- Drafting subpoenas, reviewing documents, reviewing case footage, processing documents turned over during discovery, preparing demonstrative exhibits and aiding attorneys in court proceedings.

Policy Analysis, Community Outreach, & Public Education Functions

- Remaining current on local and national news and state and federal legislation relating to hate crimes and racial justice, including flagging emerging trends and issues for Civil Rights Bureau staff;
- Preparing fact sheets, talking points, educational resources, presentations and other materials;
- Fostering productive relationships with organizations, public officials, law enforcement agencies and other stakeholders;
- Attending and coordinating meetings, visits and other outreach events;
- Coordinating, as needed, with the OAG’s Communications, Intergovernmental Affairs and Policy & Legislative teams to provide information and support for related priorities, initiatives and outreach strategies; and
- Working collaboratively with Civil Rights Bureau attorneys and legal support staff to execute the Bureau’s mission.

Qualifications for the Research Analyst position include the following:

- A bachelor's degree is required. The candidate must be familiar with public policy, racial justice, human rights or criminal justice through course study or work experience. Prior work experience with state or federal courts or New York government is a plus;
- Knowledge of database concepts and proficiency at maintaining and querying databases;
Candidates should also have an understanding of the issues and politics surrounding hate crimes and racial justice. A connection to the organizations and coalitions currently working on these issues is a plus;

- Strong technology skills are preferred, including using MS Access and Excel to manage large data sets, proficiency with Lexis/Nexis or similar research databases, conducting strategic internet searches and preserving webpages and using presentation software such as PowerPoint;
- Excellent research, analytic, organization, communication (verbal and written) and presentation skills are necessary;
- The candidate must be able to communicate and collaborate effectively with all levels of staff and external partners and stakeholders;
- The ideal candidate is entrepreneurial, proactive and self-directed, with effective time management skills and adept at learning and assimilating new and complex information; and
- Data visualization and data analytic skills, prior experience using e-discovery platforms and proficiency in languages other than English are all pluses; and
- One to three years of demonstrated experience in data analysis and visualization is also desirable.

The annual salary for this position is $62,517 + $3,026 in location pay. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

HOW TO APPLY

Applications must be submitted online. To apply, please click on the following link: CRI_NYC_RSA/HC_6288

To ensure consideration, applications must be received by close of business on August 25, 2023.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address to Legal Recruitment.
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the Bureau’s ability to better serve the diverse population of this state.

- **Resume**

- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - If needed, please provide a cover page to provide the reviewer with any relevant context or background information.

- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - Indicate the nature and duration of your relationship to each reference.
  - Include contact information and email addresses for each reference.
  - Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov