



DEPT OF HEALTH/MENTAL HYGIENE  
Job Posting Notice

**Job ID:** 188217      **# of Positions:** 1  
**Business Title:** Policy Analyst, Bureau of Chronic Disease Prevention & Tobacco Control  
**Civil Service Title:** CITY RESEARCH SCIENTIST  
**Title Code No:** 21744      **Level:** 02  
**Job Category:** Policy & Analysis  
**Career Level:** Experienced (non-manager)  
**Proposed Salary Range:** \$ 66,575.00 - \$ 83,555.00 (Annual)  
**Work Location:** 42-09 28th Street  
**Division/Work Unit:** tobacco Control

[Apply Now](#)

[Return to Previous Page](#)

#### Job Description

The Bureau of Chronic Disease Prevention and Tobacco Control spearheads programs and initiatives to reduce the burden of chronic diseases by addressing underlying risk factors, such as poor nutrition, physical inactivity and tobacco use. The Bureau aims to reduce the leading causes of preventable deaths through innovative environmental and systems changes and groundbreaking policies that promote healthy eating, physical activity, and tobacco control. The Bureau, which is part of the Division of Prevention and Primary Care, achieves its goals through implementing neighborhood and population-level programs with an emphasis on policy, systems and environmental changes, especially those that promote healthy choices.

Under the guidance of the Senior Legal Counsel, the Policy Analyst will provide critical support and guidance for tobacco control policy efforts. The Analyst will identify, research, and analyze strategies to help reduce smoking and exposure to secondhand smoke.

Key Responsibilities include:

- Staying abreast of the latest science and literature on interventions addressing tobacco control issues in NYC.
- Collaborating with research team on research needs to inform future tobacco control policy development and to evaluate policy impact.
- Researching and summarizing tobacco control policies implemented by other jurisdictions.
- Performing health impact modeling for potential tobacco control policies.
- Assessing the political landscape for receptivity to policy interventions.
- Analyzing and drafting agency position statements for proposed city, state and federal tobacco-related regulations and legislation.
- Drafting agency responses to federal and state regulatory calls for comment.
- Developing presentations, memos and briefing materials for agency and external audiences.

#### Minimum Qual Requirements

1. 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.

#### Preferred Skills

- Master's degree in public health, political science or related field; tobacco control experience and/or legislative experience
- 3+ years of related experience
- Excellent written and oral communication skills
- Excellent organizational skills and detail orientation
- Ability to work in a fast-paced environment
- Professional and collaborative demeanor; and
- Familiarity with peer-reviewed literature.

#### To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number #187961.

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

#### Work Location

42-09 28th Street, Queens, NY, 11101

**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: 03/25/2015

POST UNTIL: Until Filled

---

Apply Now

[Return to Previous Page](#)

---

The City of New York is an Equal Opportunity Employer