



## **Job Posting Announcement**

**Posting Date:** 12/17/2019

**Posting Number:** 1090797

**Classification:** Operations Specialist I

**Functional Job Title:** YouthWorks Analyst

**FLSA/Bargaining Unit:** MAPS- Unrepresented

**Grade/Salary Range:** 906 (\$53,001- \$68,837)

**Location:** Youth Services – 101 W. 24<sup>th</sup> Street, Baltimore, MD 21218

**Status:** Full-Time/Regular

### **About City of Baltimore, Mayor's Office of Employment Development:**

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

### **Position Overview:**

The work duties encompass professional and analytical work requiring regular use of independent judgment working directly with the YouthWorks Team. Assignments are carried out in accordance with Baltimore City and Mayor's Office of Employment Development – Youth Services Division procedures and policies. Work is performed under supervision of Assistant Director.

### **Essential Duties and Responsibilities:**

- Develop improvements to existing processes and protocols related to payroll, enrollment, and job matching.
- Assist with implementation as needed, including generating group timesheets, automated mass job matching algorithm, and request process.
- Develop and manage financial empowerment opportunities for YouthWorkers; including, financial education partner recruitment, training, administration and bank account enrollment through YouthWorks verification.
- Manage mass external communications through the YouthWorks website, text messaging, placement letter and flyer generation, mass email sending, and planning of worksite Academies.
- Review collection of various survey and programmatic data. Analyze to inform program operations including online youth and worksite surveys, staff post survey, worksite and youth in-person peer surveys. If needed, develop new forms of survey data collection.
- Develop processes for public sector worksite recruitment and supervise the work of staff member(s) who implement the outreach initiatives.
- Create first draft of all materials and plans related to staff and worksite supervisor training, including worksite Academies and optional professional development sessions for YouthWorks partners.
- Provide research and support in the development of youth grant applications and funding opportunities.

### **Knowledge, Skills and Abilities:**

- Knowledge of reference and research methods and techniques used in collecting, compiling and organizing data.
- Knowledge of complex analytical principles and techniques and the ability to compile operational data and analyze charts, reports and statistical data.
- Knowledge of methods and procedures for collection or organization, interpretation and presentation of information.

- Ability to engage and maintain working relationships with internal and external stakeholders.
- Ability to adapt and apply the concepts and techniques and analysis to the needs of specific projects within assigned division.
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives.
- Ability to prepare and present reports or recommendations clearly and concisely.

**Required Education and Experience:**

- An Associate's Degree. 5 years of experience performing complex analytical support for an operational, technical, or administrative function is required.
- An equivalent combination of education and experience.

**Interested applicants may submit their resume via email [resumes@oedworks.com](mailto:resumes@oedworks.com).  
Please place Job Title and Posting Number in the subject line.**

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider