



## **Position Announcement**

**Posting Date:** 10/11/2019

**Posting Number:** 8540

**Classification:** Professional Services

**Functional Job Title:** Workforce Development Data Analyst

**FLSA/Bargaining Unit:** Exempt/MAPS

**Grade/Salary Range:** 923 (\$62,171- \$80,940)

**Location:** 417 E. Fayette Street Suite 468, Baltimore MD 21202

**Status:** Fulltime- Regular with Benefits

### **Position Overview:**

The *Workforce Development Data Analyst* is responsible for assisting with planning and providing analysis, development, implementation, and evaluation of workforce development programs within the Baltimore City Mayor's Office of Employment Development (MOED). Specifically, conducting analysis of labor market information, employment related and program data to provide reports, and recommendations to make data driven business decisions.

### **Essential Duties:**

- Independently design, document and carry out evaluation projects.
- Apply analytics to business data to describe, predict, and improve business performance.
- Write clear, concise, and accurate reports, and make presentations to a variety of audiences regarding agency performance, evaluation results and recommendations.
- Provide analysis of the Workforce Innovation and Opportunity Act performance data through the use of the Maryland Performs software.
- Assist with the ongoing data collection and data analysis of the Business Services "B'More" tracking system.
- Develops queries to extract data from different sources including transactional applications, local and regional labor market, and demographic data sources.
- Responds to internal and external users' ad-hoc and regular report requests.
- Other activities as assigned to meet reporting and data analysis needs of MOED and its internal and external stakeholders.

### **Key Attributes**

- Analytical skills required to review complex reports, evaluate and interpret data, its implications and make tactical and strategic recommendation based on evaluation
- Ability to research and write complex narrative and statistical reports
- Ability to analyze data and interpret findings in a manner that is meaningful for policy and program decision making
- Understanding of basic social science research methods.
- Knowledge of methods and procedures for the collection or organization, interpretation, and presentation of information.
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects.
- Ability to prepare and present reports or recommendations clearly and concisely.

- Ability to interface effectively with people throughout the agency, workgroup team members, and community/ business groups.
- Knowledge of workforce development issues.
- Thorough knowledge of software for analysis such as SPSS, Excel, Access, Crystal Reports, and SQL queries
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).

**Required Education & Experience:**

- Completion of a Bachelor's Degree program at an accredited college or university with major course work in social science or other programs providing knowledge and abilities in statistics and research methodology and at least three years of experience performing statistical analysis, including documented experience in conducting analysis and summarizing findings and conclusions in both verbal and written form; OR an equivalent combination of experience and training.

**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.**

Baltimore City Mayor's Office of Employment Development is an Equal Opportunity Employer