Data Analyst
Job Posting Announcement

Posting Date: August 26, 2021
Classification: Grant Services Specialist III (GSSII)
Salary Range: High $50K to Mid $60K
Status: Temporary Benefits Eligible
Location: Hybrid (telework and onsite per operational needs)

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. At MOED, we view our mission broadly to deliver economic justice to our city. To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for all City residents to maximize their career potential and all employers have the human resources to grow and prosper – *a workforce system that works*.

Position Overview:

This position is part of Baltimore City's COVID-19 employment recovery strategy, which is funded through the American Rescue Plan Act. The Mayor's Office of Employment Development (MOED) is working with public and private partners to provide occupational training, apprenticeships, subsidized work, supportive services, transportation assistance, and small business subsidies to city residents and small businesses negatively impacted by the coronavirus pandemic. We will prioritize unemployed and underemployed residents and particularly our most disadvantaged jobseekers, including returning citizens, opportunity youth, and public assistance recipients. These programs will increase access to opportunity, promote local job growth, support low-income households, benefit historically underinvested neighborhoods, and create wealth in communities of color. They will also help the city become cleaner, safer, and more welcoming. The *Data Analyst* is responsible for conducting analysis related to planning, implementation, monitoring, and evaluation of workforce development programs funded through the American Rescue Plan Act.

Essential Duties and Responsibilities

- Independently design, document and carry out internal evaluation projects and monitor evaluation projects conducted by external monitors
- Apply analytics to program data to describe, predict, and improve program 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 American Rescue Plan Act services performance data through the use of appropriate analytical software
- Develop 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
- Provide administrative/performance reports for funders

- Complete other activities as assigned to meet reporting, data analysis, and evaluation needs of MOED and its internal and external stakeholders

Knowledge, Skills and Abilities

- 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, compile, 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
- Ability to conduct and process multiple assignments simultaneously
- Ability to disseminate information and to explain City, State, and private institutional services and programs to individuals, business and community groups
- 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 R analytics, Tableau, Excel, Access, or SQL queries
- Must be computer literate and familiar with word processing, spreadsheet, database applications, and geographic information systems software.

Minimum Required Education and Experience:

- *Requirements*: 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 <u>and</u> 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
- *Equivalencies*: Graduation from an accredited high school or possession of a GED certificate and five years of experience in performing human service work, including three years of performance management/ data analytics, or an equivalent combination of education and experience

Interested applicants may apply via this link.

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