



Job Posting Announcement

Posting Date: 09/02/2020

Posting Number: 1090797

Classification: Operations Specialist I

Functional Job Title: YouthWorks Analyst

FLSA/Bargaining Unit: MAPS - Unrepresented

Grade/Salary Range: 906 (\$54,326 - \$70,558)

Location: Youth Services, 101 W. 24th 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 employers and job seekers in order to enhance and promote the local economy. Our vision is for all City residents to maximize their career potential and all employers to have the human resources to grow and prosper – *a workforce system that works.*

Position Overview

The work duties encompass analytical and administrative tasks requiring regular use of independent judgment. The analyst works 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 the Youth Services Assistant Director.

Essential Duties and Responsibilities

- Develop improvements to existing program processes and protocols, including payroll, enrollment, and job matching.
- Assist with program implementation as needed, including generating group timesheets, automated mass job matching algorithm, and request process.
- Administer surveys and analyze survey results and programmatic data to inform program operations. Surveys include online youth and worksite surveys, staff post-program surveys, worksite surveys, and youth in-person peer surveys. If needed, develop new data collection instruments.
- Develop and manage financial empowerment opportunities for YouthWorkers, including financial education partner recruitment, training, administration and bank account enrollment.
- Manage mass external communications through the YouthWorks website, text messaging, placement letter and flyer generation, mass email sending, and planning of worksite academies.
- Develop processes for public sector worksite recruitment and provide support to staff member(s) who implement outreach initiatives.
- Create 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 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 concepts, 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. Five (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 apply via this [link](#).

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