

Job Title: Data Analyst
Reports To: Executive Director
Department: Countywide Strategic Plan
FLSA Status: Exempt

Open Date: March 9, 2017
Resume Due Date: March 24, 2017
Submit To: jobs.csp@laedc.org

Summary:

Use your strong data analyst skills to promote social change! More than 500 Los Angeles stakeholders representing business, government, nonprofits, labor, education and community organizations helped to develop seven “big goals” for 2016-2020 that will make our region a better place to live, with better paying jobs, and more prosperity for all of our residents. Here is a link to the Strategic Plan that includes these goals: <http://laedc.org/strategicplan/> Now the time has come to implement these goals, and we are hiring a team to work with community organizations in this implementation, which will include tracking progress with metrics; communicating successes via a new website and a variety of communications tools; and meeting with many Los Angeles leaders and organizations who will be involved in this process. If you are interested, please submit your resume by 5 PM March 24, 2017.

Duties:

- Create and implement techniques for data collection, accuracy and management; write database programs; and develop procedures for data validation, analysis and presentation;
- Support Executive Director and other Strategic Plan team members in use of data systems to track and plan measurements; prepare spread sheets, charts, and related documents as needed
- Collaborate with the Strategic Plan Communications Specialist to ensure data accuracy and timely updates in public documents, messaging and website, as well as interface directly with the LAEDC economics team to ensure consistency in data points across the organization, along with other LAEDC staff as appropriate.
- Monitor and curate published information from credible sources; and
- Coordinate with Strategic Plan partners, such as government departments (i.e., EDD, BLS), nonprofit and private sources for regularly tracked and published information, such as: labor market information; education attainment trends; wage information; and social and demographic information, pertaining to the Los Angeles region and economy. Periodically obtain from these Partners updated data on metrics related to the Strategic Plan’s implementation.
- Participate in partner and community meetings as needed to collect data and/or represent the County Strategic Plan Center.
- Create and implement techniques for data collection, accuracy and management; write database programs; and develop procedures for data validation, analysis and presentation;
- Support Executive Director and other Strategic Plan team members in use of data systems to track and plan measurements; prepare spread sheets, charts, and related documents as needed

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Team Work – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goal and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments to other team members.

Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes task on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks and offers help when needed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability:

Ability to define problems; collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, E-mail, Python or R, or experience with data analysis programs such as Stata, SAS, or SPSS. Ability to depict information on maps using ArcGIS, QGIS, Tableau or similar software. Socrata database experience a plus.