



CITY OF BALTIMORE

Department of Human Resources

7 E. Redwood Street, 16th Floor

Baltimore, MD 21202 (410) 396-3860 711(TTY) www.baltimorecity.gov

INVITES APPLICATIONS FOR THE POSITION OF:

Data Analyst

An Equal Opportunity Employer

THIS IS A NON-CIVIL SERVICE POSITION

OPENING DATE: 2/2/2023

CLOSING DATE: posted until filled

CLASS DESCRIPTION:

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Data Analyst**

The Office of Equity and Civil Rights (OECR) is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity, inequality, and discrimination.

The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

The Police Accountability Board (PAB), mandated by the Maryland Police Accountability Act of 2021 and created in Baltimore by City Council Bill 22-0234, is an independent body of 17 civilian members tasked with the intake of all police misconduct complaints involving a member of the public, holding regular meetings with the heads of law enforcement, reviewing policy and data issues on policing issues, and disseminating public reports about the state of police misconduct. The Administrative Charging Committee (ACC), mandated by the Maryland Police Accountability Act of 2021, is body of five civilian members who review the investigations for the complaints filed with the PAB and decide on disciplinary outcomes.

Background

The Data Analytics Specialist position responsibility is directly related to the analysis of data for the purpose of providing decision support mechanisms to PAB and ACC members. This position must be able to perform research related to police response; assist in analyzing data from a variety of databases in an effort to evaluate and report on police misconduct trends and patterns; assist in preparing PAB and ACC outcome summaries, statistical reports, spreadsheets, charts, maps and diagrams; present findings to both internal and external audiences; and perform a variety of specialized studies related to Police misconduct enforcements.

Essential Duties and Responsibilities (not inclusive):

- Work on multiple projects with key responsibilities in the collection, cleaning, and management of data.
- Actively participate in accountability review sessions, providing analysis and findings in a format that allows for its assessment by PAB and ACC.
- Responsible for leading data and research collection and analysis for the Police Accountability division, Office of Equity and Civil Rights; leading the development of the required police misconduct report, investigative report, maintaining key metrics and key performance indicators for the Office, and serve as a resource for external and internal law enforcement agencies within the City.
- Develop comprehensive police misconduct victims, demographics and information.
- Prepare a variety of mapping (ArcGIS) products, indicating Police misconduct trends and providing analysis and explanations for these trends.
- Work with OECR's Equity team and other divisions to gather and analyze data for continuous improvement.
- Ensure the accuracy and validity of all data and translates results into strategic police accountability recommendations.
- Develop and maintain measurement instruments and processes, data reports, database tools, and dashboards to monitor and track all mixed-methods internal and external data (e.g., investigatory data).
- Generate actionable insights for police accountability, transparency, and DEI initiatives by joining data sets from various, mixed-methods data sources, and applying analytical techniques to understand data nuances.

- Communicate findings to internal and external leaders and decision-makers clearly and concisely through narrative-driven presentations and effective data visualizations.
- Conduct quotative and qualitative assessments and draw comprehensive reports with recurring themes and SWOT analysis.
- Support process-level analyses, recommendations, and strategic implementation on issues related to Police misconduct.
- Create and Manage Police misconduct Dashboard and website, as well as conduct administrative data and systems reviews and other related duties as required.
- Work to mitigate the negative consequences of past practices by utilizing innovative, data driven, and measurable approaches and strategies to design, plan, develop, and deliver services to the community.
- Provide a comprehensive data evaluation strategy for PAB each fiscal year.
- Provide OECR leadership with internal facing s dashboards related to agency progress.
- Work with OECR leadership to ensure resources are appropriately and effectively focused and responsive to Baltimore's economic, social, racial, and demographic changes.
- Develop data feeds and automated reporting.

Required Knowledge, Skills & Abilities (not inclusive):

- Must have strong working knowledge of connecting to data in a variety of SQL Server/Oracle databases using software such as Toad Data Point, MS Access/Excel, ArcGIS, and link analysis software to query, analyze and report on findings.
- Must have knowledge of GIS, algorithms/statistical methods, and crime analysis techniques to support business processes.
- Data analysis/research in Police Investigative Analysis, Tactical Crime Analysis, Intelligence Analysis.
- Knowledge of methods and procedures for the collection, organization, interpretation, and presentation of information.
- Strong critical thinking skills and ability to perform critical analyses with limited oversight.

- Ability to analyze data to glean insights that can be used in setting strategy, decision making, and validation.
- Ability to work collaboratively on high-performance teams and effectively support cross-functional teams in a matrix environment.
- Ability to work collaboratively with other Data Analyst within the Office of Equity and Civil Right.
- Ability to synthesize data and transform it into coherent, strategic workplans.
- Proficient in Microsoft Office, Excel, Power Business Intelligence, ArcGIS, enterprise software, and other specialized software for planning, scheduling, communicating (email), word processing, collecting and reporting data, preparing presentations, researching (Internet), and performing other computer functions.

Qualifications

- Bachelor's degree required (in a related field preferred)
- 4-5 years of progressive experience in a community organizing, campaign organizing, and/or other form of constituent-building role (small- and/or large-scale)
- Strong analytical writing skills and oral communication skills
- Strong interpersonal skills
- Ability to build authentic relationships with racially, socio-economically and gender diverse communities
- Ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences
- Understanding of the concepts of institutional and structural racism and bias, and a commitment to enhance a culture of accountability throughout the City.
- Ability to successfully navigate challenging conversations among diverse groups and build consensus.
- Collaborative spirit with a high level of professionalism.
- Ability to excel in time-pressured and high-energy environments.
- Ability to work a flexible schedule, to include evenings and weekends, in order to meet the needs of residents and to attend community functions.

Successful candidates must:

- Be able to meet tight deadlines
- Be able to manage multiple tasks simultaneously and well
- Be driven by a sense of urgency and able to timely and strategically get in front of challenges
- Be able to adapt to competing and shifting priorities
- Bring high energy, initiative, imagination, and creativity to the work
- Communicate openly and frequently with the team and proactively share ideas and ask questions
- Be passionate about the potential and future of Baltimore and all our residents, and believe in PAB and OECR's mission and work

To Apply: (Job open until filled)

Interested candidates should submit a cover letter and resume, which specifically addresses the experience relevant to this position to:

Office of Equity & Civil Rights

7 E. Redwood Street, 9th Floor Baltimore, MD 21202

Khadeja.Farahmand@baltimorecity.gov

Please include "PAB Data Analyst" in the subject line.

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

Financial Disclosure:

This position is required to complete a Financial Disclosure pursuant to Sections 7-7, 7-8, and 7-9 of the City Ethics Law.

Baltimore City is an Equal Opportunity Employer