

**MAJOR FUNCTIONS**

This is responsible, professional, and technical work designing data visualizations. The incumbent will work with city departments to include leadership, project managers and technical staff, creating effective data visualizations and communicating information. The incumbent works as a member of a project team on assignments involving data analysis, strategy, organization, process, and performance activities dedicated to diversity and inclusion in the city's departments, operations, and services. The incumbent and project team as a whole, is a resource for the City Manager and Executive Team to aid in enabling strategies that will direct the city towards having a more diverse and inclusive workforce and allow for alignment with the city's strategic plan. The incumbent is expected to exercise considerable judgement, discretion, and initiative while carrying out program responsibilities and may at times work independently on varied assignments without detailed instructions and within a specified timeframe. Work in this class is distinguished from other classes by its emphasis on analytical duties specific to the city's diversity and inclusion efforts. Work is subject to review by the Manager of Diversity and Inclusion (Analytics Division) through reports, conferences, performance evaluations, feedback from customers and observations of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Provides data analytic information and support for both internal and external customers. Serves as a resource to city departments in developing, reporting, and utilizing metrics. Performs multiple concurrent diversity and inclusion activities such as, performance tracking and iterative improvements to planning activities. Gathers, blends, analyzes, and documents information and data obtained from a variety of sources, including other cities. Conducts comparative research for best practice identification and innovative solutions for delivery into city practices. Analyzes data for trends, correlations, outliers, and other statistical analyses and prepares timely, fact-finding reports utilizing the data collected. Works closely with city departments to identify opportunities, set diverse and inclusive goals and implement process changes. Coordinates with department leadership and executive leadership to evaluate the city's diverse and inclusive numbers within the government and community. Collaborates with departments to develop, track, and analyze data and to determine what technology platform will be used to report the data to allow for effective monitoring of key performance indicators (to include hires, transfers and terminations). Collaborates with departmental contacts to facilitate updates to diversity and inclusion documents. Prepares correspondence, memos, reports, studies or presentations as required. Demonstrates the ability to present complex information related to data collected to diverse audiences, including directors, managers, supervisors and employees. Assists with the general activities, programs and initiatives of the department as assigned and performs related work as required.

**Other Important Duties**

Keeps abreast of changes in local, state or federal diversity laws, and regulations, to include information from the U.S. Census Bureau. Keeps abreast of trends in data literacy. Explains data visualizations and other information to internal staff and the public as it relates to data analytics, comprehending the data, and utilization of the data and technology. Attends training as needed. Serve on project teams as needed. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Skills and Abilities**

Considerable working knowledge of organizational development, performance measurement and performance analysis, providing formal recommendations. Knowledge of various research methodologies pertaining to data analysis, process improvement, quality improvement and project

management. Knowledge of information systems, technology implementation and organization transformation. Knowledge of data analysis techniques and the ability to design, implement and utilize data gathering and reporting procedures. Skilled in gaining insight from quantitative and qualitative data and the ability to understand both aspects of data. Skill in interpersonal communication and team leadership building consensus support for program success. Ability to exercise independent judgment and initiative within established guidelines and to analyze facts and exercise sound professional judgement to arrive at valid conclusions. Ability to gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations. Ability to make use of information by analysis, correlation, creativity and objectivity. Ability to write clear and concise reports in a timely manner and to tailor and adapt communication style to various audiences, both orally and written. Ability to represent the City effectively and professionally. Ability to be responsive and persuasive at all levels of the organization and to maintain effective working relationships. Ability to maintain confidential and sensitive information and to exercise tact and diplomacy in dealing with sensitive, complex and confidential information. Ability to present proposals and recommendations clearly and logically. Experience with industry standard data visualization and data analytic software tools. Experience with database modification and query language skills. Skill in the operation and use of standard business computer software and associated databases to include Microsoft Office and related applications.

#### Minimum Training and Experience

Possession of a bachelor's degree in statistics, analytics, computer science, human resource management, public or business administration, liberal arts, or a related field and one year of professional experience in strategy development, performance innovation and implementation; or an equivalent combination of training and experience. A master's degree may substitute for the required experience.

#### Necessary Special Requirements

Designated positions assigned to this class may require a valid Class E State driver's license at the time of appointment.

Established: 01-16-21