Mayor's Office of Neighborhood Safety and Engagement

Position: Data Analyst

Reports to: Deputy Director of Data Analytics

Job Summary

The Data Analyst is responsible for the research and collection of project-related data, and the development of an analytic approach for tracking project progress and outcome measures – all in collaboration with a diverse array of stakeholders. The Analyst will support efforts to improve the use of criminal justice, human services, and other administrative data by transforming data into routine reports, dashboards, and geospatial analytics that inform MONSE's and partner agency's planning and operations. This role is critical in ensuring that those who live, work, and play in Baltimore have transparent access to data related to MONSE's strategic commitments. The position requires strong alignment with City of Baltimore's and MONSE's mission, values, and strategic vision, as well as demonstrated success, sound judgment, and flexibility working in a complex, fast-paced environment. The successful candidate will deliver timely, accurate, and relevant data analysis for at least two of MONSE's focus areas.

Key Responsibilities

Executive Support

- Carry out aspects of research and data analysis projects under the supervision of senior staff.
- Apply a racial equity lens to data analysis and evaluation projects.
- Assist Deputy Director in the preparation of annual research agenda detailing research and strategic goals for MONSE.
- Assist Deputy Director in the partnering with Chief of Staff and Communications Director in creation and maintenance of data library of talking points for senior staff.

Program Management

- Assist in the management and design of the reporting environment, including data sources, security, and metadata.
- Develop project requirements and coordinates extensively with subject matter experts, technical staff, and end-users.
- Process confidential information in accordance with federal, state, and local regulations.
- Perform statistical analyses for projects and reports.
- Develop graphs, detailed statistical reports, and presentations of project results and routine data needs.
- Update, implement, and maintain procedures for replicating analytic products.
- Develop project management plans, monitors timeliness of milestones that ensure adequate completion of deliverables.

- Advise on data collection and performance measurement activities for program and policy development purposes.
- Support implementation efforts through database development, conducting baseline analyses, and creating ongoing reporting frameworks.

Inter-Agency Collaboration and Community Engagement

- Assist in coordination with Baltimore Police Department, Mayor's Office of Performance and Innovation, Chief Data Officer, other agencies, and MONSE staff to implement data quality improvement strategies.
- Provide technical assistance to agency and partner agencies' staff whose data MONSE uses to program key performance indicators.
- Partner with agency and partner staff to deliver MONSE's metrics and key performance indicators necessary for grant reporting and compliance.
- Assist in supporting data-related needs of the Criminal Justice Coordinating Council and other designated commissions/bodies.
- Contribute and participate, with the guidance of the Deputy Director, with academic partners on any formal evaluation or external analyses.
- Facilitate improved data and information sharing between MONSE and other City and non-city partners.

Qualifications/Skills

- Bachelor's degree in math, science, technology, engineering, social sciences, or a related field and/or at least three years of relevant data analysis experience.
- Experience with data visualization and graphic tools for creation of presentation materials.
- Working knowledge of data management and database design principles.
- Ability to manage large datasets, table and graph production, maps, and written analysis.
- Knowledge of social science research and investigation methodology and its application to a variety of problems.
- Ability to transform complex information in understandable information to guide use.
- Advanced knowledge of Excel, Access, PowerPoint, and at least one statistical package (SPSS, SAS, R, Stata, and/or similar analytical software).
- Flexible, creative problem solver with result-oriented focus; capacity to manage multiple priorities with competing deadlines.
- Effective written and verbal communicator with strong interpersonal skills and proven ability to develop productive, positive working relationships.
- Exceptional organizational awareness and the ability to analyze and brief senior leaders.
- Consistent ability to exercise sound judgment and discretion.
- Flexible and creative problem solver with result-oriented focus.
- Ability to collaborate with individuals at all levels of the agency.
- Proficiency in writing complex queries and joining and appending tables.
- Knowledge of ESRI ArcGIS 10.x software for editing, data creation, analysis, and map production including ModelBuilder and Spatial Analyst preferred.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.