Mayor's Office of Neighborhood Safety and Engagement

Position: **Warrants Analyst**
Reports to: Deputy Director of Data Analytics

Job Summary

The Warrants Analyst is responsible for assessing and improving data and developing new tools and process improvements for arrest warrant service for violent and repeat offenders. This role is critical in reducing the warrants backlog in Baltimore City. 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 assist the Baltimore Police Department and the Sheriff's Department in significantly reduce Baltimore City's warrant backlog by identifying open warrants, identifying interagency collaboration opportunities, and categorizing outstanding warrants through a scoring system.

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

- 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.
- 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.
- Further implementation of the Crime Index with BPD's District Action Teams ("DAT")
- Further workload assessments for each district's DAT

- Transfer the methodology for High Risk Warrants prioritization to BPD's Data Driven Strategies Unit
- Improve PoliceStat reports and oversight of arrest warrant service in Baltimore City
- Exercise independent professional judgment and shall assume professional responsibility for all services provided
- Improve cross-agency processes and protocols that promote public safety
- 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.
- 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.

Reporting and Compliance

- Document requirements (e.g., WATF to train DAT detectives) that BPD must meet prior to implementing HRW Crime in the patrol districts and DATs
- Comply with all measures set forth by the Consent Decree

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).
- Collaborative and positive demeanor; community-oriented attitude.
- Strong desire to make Baltimore a safer place.
- Must have the ability to synthesize, analyze, and critique effectively.
- Be a self-starter and accountable to complete tasks and drive performance with minimal oversight.
- Ability to thrive in fast-paced and sometimes high-pressure environment.
- Effective communicator with strong interpersonal skills and proven ability to develop productive, positive working relationships.
- Exceptional presentation and writing skills with ability to adapt to various audiences and formats.
- Consistent ability to exercise sound judgment and discretion.
- Flexible and creative problem solver with result-oriented focus.
- Strong analytic and organizational skills with demonstrated attention to facts and detail; ability to effectively manage multiple projects simultaneously.
- Must be familiar with SQL queries
- Previous experience in government or public sector 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.