

# COMMUNITY ANALYTICS ANALYST

Recruitment #1508-4850-001

**List Type** Original

**Requesting Department** DOA-Budget and Policy Division

**Open Date** 9/12/2015

**Filing Deadline** 10/23/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## INTRODUCTION

The Community Analytics Analyst will support the City of Milwaukee's strategic goals and decision making by using data and statistical analysis, program models and GIS mapping to measure program impacts and efficacy, and to support policy design and implementation.

## PURPOSE

The Community Analytics Analyst will perform projects and analyses focusing on the measurement and analysis that is multi-dimensional, looking at a range of outputs and outcomes, place and geography based, and operationally meaningful to elected officials and senior management. Projects will focus on high priority City initiatives and will assess how these initiatives impact specific policy issues, making performance measurement and outcomes clear and useful to decision makers and the public.

## ESSENTIAL FUNCTIONS

- Conduct analyses of City services and community conditions in various geographies, including use of GIS systems to create maps and use of data sources to assist in program development and impact evaluation working in close collaboration with the Budget office and City departments.
- Support the development and implementation of performance and outcome measurements with existing City data and other data as appropriate, and incorporate them into City processes such as development of the Executive Budget, Common Council committee communications and the Mayor's Accountability in Management Program.
- Support various city planning efforts through report development, drafting data summaries and assembling products for use in presentations to the Common Council, community based organizations and the public.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## MINIMUM REQUIREMENTS

1. Bachelor's Degree in Urban and Regional Planning, Urban Studies, Public Administration, Public Policy, Economics, or closely related field at time of appointment.
  - **IMPORTANT NOTE:** *To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.*
  - **Your transcript must be legible** and include the following information: *the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*
2. **Three** years of experience in statistical analysis developing trends and determining performance and outcome measurements.

## DESIRABLE QUALIFICATIONS

- Experience with ESRI Arch Map, SQL and/or SPSS.
- GIS certificate or classes.

**KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of statistical concepts and analysis.
- Oral communication skills to effectively communicate information to elected officials about the impact of City initiatives on community conditions.
- Written communication skills to draft data summaries, assemble products for use in presentations and develop reports for elected officials, city departments and the public.
- Presentation skills to develop and deliver presentations of statistical information in both small and large meetings to elected officials, the public and other city departments.
- Interpersonal skills to effectively collaborate with the Budget office and City departments.
- Ability to use and apply statistics to analyze data to determine trends such as building code violations, police calls for service, violent and property crimes, permits related to property investment, property sales and values including in-rem properties and incomes within a census tract.
- Ability to use GIS mapping data to demonstrate the impact of city programs on community conditions.
- Ability to assess quantitative and geographic data about the community and translate information to support policy decisions.
- Ability to work with City initiatives such as Accountability in Management, Strong Neighborhoods Plan, Milwaukee Promise, Compete Milwaukee, and the Black Male Achievement Advisory Council.

**CURRENT SALARY**

The current starting salary (PG 2HX) for City of Milwaukee residents is \$54,865 annually, and the non-resident starting salary is \$53,519. ***Appointment above the minimum is possible.***

**SELECTION PROCESS**

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**Initial Filing Date** - The examination will be held as soon as practical after **OCTOBER 23, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- ***NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.***