

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: tbd

2. Class Title (i.e. payroll title):

Administrative Analyst 4

3. Working Title (if any):

Data Project Coordinator

4. Name & Class of First-Line Supervisor:

Finance Director

5. Department, Division & Section:

6. Work Address:

7. Hours/Week: 38.75

Start time: 8:00 a.m. End time: 4:30 p.m.

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

New Position

-
10. Position Summary:

This is responsible advanced-level professional analytic work primarily in the areas of data analysis, project management, strategic planning, and development and administration of data. A large focus of this position is leading collaborative data efforts for the City of Madison Racial Equity and Social Justice Initiative (RESJ). Work is varied and made up of analytic activities and substantive study recommendations for departmental and policy body consideration. Work may include providing leadership, advice, and consultation on a project basis to these bodies. Exercise judgment in identifying and conducting data analysis and evaluation as necessary. Work is performed with a high degree of independence within applicable policy and procedural guidelines and may involve self-initiated work consistent with the needs of the organization. The work is performed under the general supervision of the Finance Director and involves the exercise of considerable independent judgment.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% A. Data collection and compatibility

1. Develop an inventory of current internal and external RESJ related data sources, programs and applications across city agencies.
2. Establish key measures and collect data related to RESJ.
3. Assist with data process reviews as coordinator of the city's data team.

Data Project Coordinator December 16.

4. Make recommendations for shared measures, standards, and locations for City data.
5. Participate in system designs that incorporate agency(s) processes related to data collection and reporting.

40% B. Facilitation and Communication

1. Assist departments and elected officials in implementing transparent data policies and practices.
2. Assist departments and elected officials in establishing and utilizing shared data and data systems.
3. Provide assistance to departments and elected officials for data reporting to the public, elected officials and the media.
4. Develop, implement, and maintain interactive data dashboards for departmental and city-wide data.
5. Work with diverse city staff to effectively distribute City data.

10% C. Internal Administrative Tasks

1. Facilitate and coordinate city data team.
2. Keep current on industry and technology trends and best practices.
3. Attend relevant internal and external training opportunities related to data.
4. Provide training and technical assistance to city employees and elected officials as needed.

10% D. Develop, recommend, and implement city-wide data best practices for collection and usage

1. Use recommendations and best practices to inform performance management strategies for the City of Madison.
2. Assist in development and implementation of data policies and procedures for RESJ.
3. Model development and implementation of data processes and procedures for city-wide application.
4. Identify and work to eliminate barriers for city-wide data collection and sharing related to RESJ.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the principles of public administration and management. Thorough knowledge of data collection, analysis, organization, and communication. Working knowledge of and ability to use computer software applicable to the duties of the position such as Microsoft Office Suite. Knowledge on working with large data sets including but not limited to Census data. Working knowledge in developing strategic plans. Knowledge with GIS and statistical methods. Ability to communicate complex numerical and statistical data including that about race and racial inequities effectively both orally and in writing. Ability to develop and maintain effective working relationships with internal staff and staff of other agencies. Ability to problem solve, apply logic, and perform process identification and systems thinking. Ability to exercise judgment and discretion in completing assigned tasks. Ability to determine customer needs and define the scope of projects. Ability to provide consultation, training and leadership to lower level staff. Ability to read, understand and interpret a variety of documents such as business requirements, technical specifications, instructions, and policy and procedure manuals. Ability to work independently and to manage multiple projects on an ongoing basis. Ability to plan and prioritize work assignments. Ability to facilitate projects, recommend change and communicate methods. Ability to represent department interests in sensitive interaction with customers and vendors. Ability to maintain adequate attendance. Understanding, valuing, and/or willingness to learn and incorporate Racial Equity and Social Justice concepts such as knowledge of current racial inequities and strengths, including related data indicators. Understanding of implicit bias awareness, understanding of local and national data resources for continued learning around racial equity and social justice issues.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

Must be able to use a computer, write on a white board.

Comment [c1]: Is this absolutely necessary?
Could the person type on a laptop that would be projected to accomplish the same goal? If they need to stand, it could limit qualified candidates with mobility issues.

16. Supervision received (level and type):

General

17. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☒ has no leadership responsibility.
☐ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

☒ I have prepared this form and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐ Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.