Job Posting

Title:	**Race & Equity Data Insights Analyst**
Reports to:	**Director of Equity and Inclusion**
FLSA Status:	**Exempt, unclassified employee**
Salary:	**Up to $72,800 depending on experience**
Location:	**City Hall (limited remote two days per week max)**
Tentative Start Date:	**As soon as possible**
Deadline to Apply:	**May 6, 2022 send resume & letter to oei@cabq.gov**

About the Office of Equity and Inclusion:
OEI's mission is to inspire and equip city government to make Albuquerque a national role model of racial equity and social justice. Established by Mayor Tim Keller in March 2018, the Office has grown from two FTEs to 11, and includes the offices of Native American, Immigrant and Refugee Affairs and Black Community Engagement, as well as a Culture Change Leader and a health equity team. Since 2018, the Office has helped shape policies and practices that embed a racial equity lens, using data analyses, data visualizations, lived experience insights, and toolkits to build the City's capacity for culture change.

The City of Albuquerque is a member of GARE, the Government Alliance on Race and Equity, a national network of local, regional and state government jurisdictions. Racial equity practitioners within member jurisdictions design and implement strategies that serve to advance a more just and equitable society.

The **goals** of the Office of Equity and Inclusion are to:
Develop a city workforce that is representative at all levels of the demographics of the city
Increase local purchasing and doing business with companies owned by people of color and women
Invest in areas of the city that have been under-invested and under-resourced
Ensure that the city delivers city services in an equitable and inclusive manner

Position Summary:

The Race and Equity Data Insights Analyst promotes the use of data and equity research and tools to evaluate policies and practices to identify and eliminate institutional barriers to equity. This position is responsible for extracting, querying, mapping, visualizing and otherwise analyzing data and information for a number of priority areas; This position works closely with colleagues to develop graphs, charts, story maps and other presentations that contain data and analyses; recommends data-driven policy and programmatic interventions on topics including, but not limited to workforce equity, procurement equity, capital improvement project equity, cannabis equity, housing equity, transit equity and special projects. This position provides technical assistance and training to city departments engaged in n racial equity work using a wide range of analytical
tools and methods.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:
ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Promote the use of equity tools to evaluate policies and practices to eliminate institutional barriers to equity.
2. Develop efficient methods for extracting data from source systems.
3. Process, synthesize, analyze and interpret city government employment, programmatic and budget data and other data from multiple sources in a clear and compelling manner.
4. Develop, report and monitor equity measures for City departments and offices to ensure accountability and transparency.
5. Create data visualizations and end-user reports.
6. Work with City departments and offices to further leverage both administrative data and other public sources of data (e.g. Census data) to identify equity gaps and develop solutions.

SUPPLEMENTAL FUNCTIONS:
1. Perform related duties and responsibilities as required.
MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:
Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree or higher from an accredited college or university in information systems, information technology, computer science, operations research, business administration, economics, public administration, community and regional planning, sociology, political science, public policy, management, finance, statistics; ***and***

Two (2) years of experience performing data analysis and interpretation, program evaluation, or process improvement in an academic, data administration or business data analytics environment with a demonstrated focus on race and equity issues.

PREFERRED KNOWLEDGE:
- GIS mapping – experience with ESRI
- Story Mapping
- Heat Mapping
- Principles and practices in data analysis and interpretation
- Methods and techniques used in program evaluation
- Research best practices, promising practices from other jurisdictions

- Pertinent Federal, State, and local laws, codes, regulations and ordinances

PREFERRED SKILLS AND ABILITY:
- Promote the use of equity tools to evaluate policies and practices to eliminate institutional barriers to equity
- Develop efficient methods for extracting data from source systems
- Establish and maintain effective working relationships with those contacted in the field of work.
- Data visualization
- Training others on the use of data to inform program planning, evaluation and decision-making
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:
Environmental:
Office environment; exposure to computer screens.

Physical:
Essential and supplemental functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.