



CITY & COUNTY OF HONOLULU

OFFICE OF ECONOMIC REVITALIZATION

Position:

Data Specialist (Planner III)

Organization description:

The City and County of Honolulu ("City") Office of Economic Revitalization (OER) was established to drive the City's economic development strategy. Our team works with partners to create an economy for O'ahu that is more resilient, diverse, equitable, and filled with good jobs that care for our people and our place. OER provides information and opportunities for small business owners, job-seekers, farmers, innovators, community-based organizations, and everyone else who is doing their part to improve the quality of life on O'ahu.

Duties and responsibilities for the Data Specialist:

- Data Gathering and Analysis **(75%)**
 - Provide research and data analysis to support economic development programs and secure competitive federal grant funding
 - Support OER Program Managers in the execution of programs including gathering, analyzing and synthesizing qualitative and quantitative data, strategizing process improvements, defining appropriate outreach, and contributing to reports, as well as other duties as assigned
 - Support OER grant application needs to research, gather information, input data, conduct outreach, and create reports, as well as other duties as assigned
 - Suggests process improvements in administrative support and function of data for use by OER and the City
 - Build OER equitable economic recovery database for the purposes of assessing needs of the residents, businesses, and community
 - Support Economic Data Strategist in the design, contract execution and build out of online database tools
- Data Reporting, Narrative and Visualization **(15%)**
 - Serves as a specialist in OER to create equitable economic recovery baseline data from OER mission, strategic plan and overall City and County of Honolulu economic development priorities
 - Develops expertise in assigned data subject matter areas focused on economic development to include storyboards, visualizations, narratives and reports on small business and finance, sustainable agriculture and food systems, regenerative tourism, innovation and technology and workforce development

- Other Related Activities **(10%)**
 - Perform other duties as may be assigned to ensure efficient and effective operations of the OER and the City

Qualifications (Planner III):

- Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university and professional work experience
 - (QUALITATIVE AND QUANTITATIVE DATA ANALYSIS) experience based in Sociology, Psychology, Anthropology and Public Health research - familiarity and comfortability with qualitative and quantitative methodology, data gathering and analysis, developing and implementing databases, data collection systems, data analytics and evaluation, and reporting
 - (COMMUNITY ENGAGEMENT) experience working on projects collaboratively with government, business, and community
- Ability to translate ideas and recommendations into plans which are in conformance with laws and regulations, and with the best social, economic and public interest utilization;
- Collect, analyze, and interpret data pertaining to related situations, and to remember facts, make sound observations, and provide effective decisions and recommendations from these data and to prepare reports or testimony based thereon
- Communicate effectively to individuals, the public, representatives of government agencies
- Patience and empathy when dealing with individuals, contractors, non-profits, and community-based advocacy groups that may be experiencing challenging and difficult situations
- Computer, internet, web-based program management platforms and smartphone usage skills
- Familiarity or willingness to learn ArcGIS, ESRI, Tableau or NVivo
- Good verbal and written and communication skills
- Strong attention to detail

Responsibilities (Planner III):

Under the general supervision of the Economic Data Strategist, the position is assigned tasks related to data gathering, analysis and reporting as well as for projects that may be assigned to other staff:

- Research government related best practices and innovative ideas for gathering, and analyzing qualitative and quantitative data for the purpose of supporting equitable economic recovery and identifying inequitable policies and unintended consequences.
- Maintain and update OER web-based data platform;
- Work collaboratively with OER staff and staff of other city and state departments as well as community and business organizations to ensure rigorous gathering of appropriate data, topical and timely analysis and appropriate reporting
- Interpret data, analyze results using statistical techniques and qualitative methods to provide insights, compile reports and communicate with the public and legislators.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality

- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, analyze, and interpret trends or patterns in complex data sets
- Filter and “clean” data by creating queries and reviewing reports to identify errors
- Work with management to prioritize business and information needs
- Locate and define new process improvement opportunities
- Preparation of data analysis for grants, reports, documents, plans, and policy documents as needed.

Physical requirement:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Compensation:

Salary Range \$56,280-80,184. Step level commensurate with experience in accordance with the collectively bargained salary schedule.

Employment duration:

Contract to start as early as possible, position is currently vacant.

To apply:

Please submit a 1-page cover letter, current resume, and at least three current references. Please highlight aspects of your experience that are relevant for this position and explain why you are interested in working with the City and County of Honolulu in this role. For more information please see: <https://www.revitalizeoahu.org/join-our-team>

Deadline to apply:

Applications will be accepted until the position is filled.