

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Equity Data Analyst	<u>CLASS NUMBER:</u> 70401.2	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> General Services - Diversity Equity & Inclusion	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 020041
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR:</u> Chief Economic Equity & Inclusion Officer (020011)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Equity Data Analyst is to ensure Franklin County programming furthers the mission of the County while supporting a diverse, equitable and inclusive culture.

JOB DUTIES:

- The Equity Data Analyst will assist in of Diversity, Equity and Inclusion (DEI) efforts internally and externally with a focus on supporting team members, growing equitable advancement opportunities, strengthening operations, and championing leadership.
- Key responsibilities of this role will center around gathering, maintaining, analyzing, and interpreting data for the purpose of improving and enhancing DEI programmatic operations in the support of DEI best practices internally, with small and emerging businesses, and community partners.
- Conduct analytical research and write professional reports for a variety of audiences.
- Create reports for internal teams or external constituents.
- Collaborate with team members to collect and analyze data. Use graphs, infographics and other methods to visualize data
- Establish KPI's to measure the effectiveness of business decisions.
- Identify systematic barriers and opportunities for change/improvement.
- Complete research and assist in policy and program development for the Office of DEI.
- Support outreach activities by identifying trends and needs for outcome-based support where disparities exist in internal BOC organization and external partners. Collect qualitative and quantitative data through surveys, meetings, observations, and research.
- Participate as a Racial Equity Council (REC) member and support activities of the REC.
- Represent the department and Franklin County at related DEI programming and events internally and externally
- Identify champions of diversity, equity, and inclusion.
- Maintain regular and predictable attendance.

These duties are illustrative only, and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of diversity, equity, inclusion and justice office practices and procedures; agency policy and procedures; government structure and process; interviewing; Skill in word processing, Microsoft Office suite, specifically Excel; equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; deal with many variables and determine specific action; add, subtract, multiply and divide whole numbers; comprehend simple sentences with common vocabulary; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; prepare presentations and deliver speeches and/or training before specialized audiences and general public; cooperate with co-workers on group projects; answer routine telephone inquiries from county employees; handle sensitive inquiries from and contacts with officials and general public; resolve complaints.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business analytics, computer science, information systems, mathematics, public administration personnel administration, human resources or related field with three (3) years of data extraction, data analytics, data profiling, or related human resources and/or diversity, equity and inclusion experience.

Additional requirements:

No special license or certification is required.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date