

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

<u>CLASSIFICATION TITLE:</u> Data Analyst & Grants Researcher	<u>CLASS NUMBER:</u>	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Office of Justice Policy and Programs	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 373 S. High St., 25 th Fl., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Justice Policy Director (132000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Data Analyst / Grants Researcher is to support smart justice reentry and reentry grants and to support racial equity efforts within the Office of Justice Policy & Programs.

JOB DUTIES:

Interpret data, analyze results using statistical techniques and provide ongoing reports. 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 reviewing computer reports, printouts, and performance indicators to locate and correct code problems. Work with management to prioritize department and information needs. Locate and define new process improvement opportunities.

Assist in drafting grant applications in response to local, state, and/or federal funding solicitations that improve and enhance community based behavioral health, housing, and reentry opportunities aimed to reduce recidivism. Collect, prepare and collate data analysis of federal, state, local, and charitable grants as assigned.

Advocate for formerly incarcerated and justice involved individuals. Interact with fellow employees, law enforcement, court, safety personnel, and representatives from non-profit, faith based and government agencies, as well as the general public. Attend trainings, webinars, conferences, and educational events to maintain proficiency in the field.

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 human relations; agency policy and procedures; government structure and process. Skill in word processing (Microsoft office); office equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; understand manuals and verbal instructions, technical in nature; use proper research methods in gathering data; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate degree in public policy, statistical analysis, or other field related with two (2) years of experience in data analysis and presentation.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None

UNUSUAL WORKING CONDITIONS:

This position may work in or around crowds and have contact with potentially violent or emotionally distraught persons. This position is subject to continuation of federal grant funding availability.

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