ODCA Office of the District of Columbia Auditor

The Office of the District of Columbia Auditor is pleased to announce the following job opening:

Announcement No:	DCA-01-22	**Position:**	Data Analyst / Scientist (CS 12/13/14)
Opening Date:	6/2/22	**Closing Date:**	Continuous
If "Open until filled," First Screening Date:	Continuous	**Salary Range:**	Grade 12 ($77,649 to $99,323) Grade 13 ($89,457 to $115,262) Grade 14 ($105,730 to $136,208)
Location:	717 14th Street, NW, Suite 900, Washington, D.C. 20005 Remote Work Available	**Work Schedule:**	8:30 AM - 5:00 PM
Promotion Potential:	Yes	**Area of Consideration:**	Open to the Public
Type of Appointment:	Career Service	**No. of vacancies:**	1 or more

Please note all ODCA staff must be fully vaccinated against COVID-19.

This position is not a collective bargaining unit.

All applicants must submit (1) a DC2000 employment application with responses to the ranking factors (as applicable), (2) a resume, and (3) responses to their critical thinking exercises. Critical Thinking Exercise will be sent to applicants upon receipt of the DC2000 and resume. **Resumes submitted without an application and critical thinking responses will not be considered. Applications submitted without a resume and critical thinking responses will not be considered.**

"Residency Preference Amendment Act of 1988:" AT THE TIME OF APPLICATION, an applicant may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, Form DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a DC 2000 form at the time of application; and (3) submit proof of bona fide District residency, as required, and maintain such bona fide District residency for a period of seven (7) consecutive years from the date of the appointment or promotion or forfeit the position. The preference will not be granted unless the claim is made at the time of application.

Brief Description of Duties:
The Office of the District of Columbia Auditor (ODCA) seeks highly qualified Data Analysts. ODCA is an independent agency that supports the Council of the District of Columbia. ODCA monitors, assess and reports on government operations through performance-based audits and evaluation to promote efficiency, accountability and transparency. The Data Analyst/Scientist engages in projects to address key information needs of ODCA and enhance ODCA's efforts to assimilate data analytics into its work processes. Data Analyst/Scientist is responsible for extracting, aggregating and visualizing critical data to derive value and insights to support the work of the ODCA.

Primary duties include:
- ➢ Work collaboratively with audit staff, IT and Public Safety division to identify and ensure data objectives are understood and appropriately designed.
- ➢ Research relevant data, including both publicly available data and information about restricted access data.
- ➢ Document understanding of data strengths and weaknesses to review with colleagues.
- ➢ Verify, reconcile, merge, and document data and information.
- ➢ Research and observe trends and patterns and draft and document these preliminary findings.
- ➢ Draft data visualization options and prepare other documentation to communicate findings and/or explain the methodologies used and the analytics for projects/audits.
- ➢ Generate actionable insights from data and convey in compelling graphic, numeric and/or narrative formats.
- ➢ Obtains, merges, redesigns, cleans and evaluates the quality of data sets from various government agencies.
- ➢ Interview agency staff to gain an understanding of agency operations and data handling.
- ➢ Perform other duties as assigned.

Qualifications/Requirements:
Incumbents of this position will be required to complete work assignments within required timeframes and has regular contact with officials from other District government agencies. Work primarily is performed in an office and/or telework setting. Due to the delicate and confidential nature of audit work involved, incumbent exercises extreme discretion in discussing information concerning audits handled by the Office of the District of Columbia Auditor.

The CS 12 and CS 13 positions have promotion potential to more senior levels with increasing levels of responsibility after one year in-grade at the lower-grade position. For promotion from a CS 14 position, the incumbent will have to apply/compete for a management position.

Educational Requirements:
The incumbents of these positions will possess at a master's degree from an accredited college or university in sociology, political science, statistics, economics, mathematics or other social science field; or an equivalent combination of education and experience.

General Experience:
The **CS 12 to CS 14** Data Analyst will have the following **required** skills:
- ➢ Strong quantitative skills including large-scale data management and use, knowledge and practice regarding protecting confidential data, and proficiency with both descriptive and inferential statistics;
- ➢ Demonstrated ability to research and prepare reports; and
- ➢ Strong knowledge of Microsoft Office applications and statistical software including but not limited to Python, Stata, R, ACL, Tableau or similar.

CS-12 (known internally as Data Analyst)
The successful incumbent for the CS-12 position also will have the following attributes in addition to the requirements above:
- ➢ At least one year of relevant experience in quantitative policy analysis or impact evaluation, or large-scale data management.

CS-13 (known internally as Senior Data Analyst)
The successful incumbent for the CS-13 position will also possess the following attributes in addition to the CS-12 skills above:
- ➢ 2 to 4 years of relevant experience in quantitative policy analysis or impact evaluation, or large-scale data management or an equivalent combination of education and experience.
- ➢ Demonstrated ability to manage IT projects as well as participate in IT audits independently or in a team.
- ➢ Proficiency in experimental design including sampling, randomization, statistical inference and field research.
- ➢ Demonstrated ability to troubleshoot data analytic scripts and underlying problems as well as resolving and researching complex issues (e.g. data understanding, data validation, coding, etc.).

CS-14 (known internally as Data Scientist/Engineer)
The successful incumbent for the CS-14 position will also possess the following attributes in addition to the CS-13 skills above:
- ➢ More than 5 years of relevant experience in quantitative policy analysis or impact evaluation, or large-scale data use and management or an equivalent combination of education and experience. A PhD in political science, statistics, economics, mathematics or other related social science is preferred.
- ➢ Demonstrated ability to design, document, and implement IT data security guidelines then monitor for improvements and compliance.
- ➢ Proficiency in leading the implementation of automation or analytical approaches that can streamline and enhance the continuous ongoing use of analytics.
- ➢ Expertise in either quantitative impact evaluation, policy analysis, or econometrics.
- ➢ Proficiency in leading the performance and review of analytical or technical procedures including effectively building data models, using data visualization, and applying advanced data analytics technologies (such as Excel/PowerPivot, SQL, Access, Power BI, and ACL).

The successful incumbent for the CS 12 to CS 14 position also will have one or more of the following **preferred** knowledge/experience:
- ➢ Knowledge of the District of Columbia government's activity, missions, agencies, functions, and operations; and/or
- ➢ Experience working in local, state, or federal government or in a non-governmental organization that provides public services.

Competencies Required (CS 12 to CS 14):
Personal Accountability. Operates with transparency and integrity. Demonstrates personal responsibility for the completion of work assignments as prescribed. Leverages experience and effective problem solving to overcome hurdles.

Communicates Effectively. Demonstrates openness, candor, and respect, in communicating with colleagues. Presents ideas and information verbally and in writing in a clear, concise, and readily understood manner.

Operates Collaboratively. Is open, courteous, and collegial. Solicits and values input and participation from colleagues. Recognizes and believes in the importance of teamwork.

Evidences Technical Proficiency. Is well-informed on data analytics issues, as well as the technical skills needed to perform quantitative and qualitative data analysis and visualization tasks and seeks to be current on data security and other related trends in state/local government.

Additional Competencies Required for CS 13 and 14 only:
Project Management. Exercises project management and leadership skills to manage projects to produce the highest quality outcomes efficiently and within appropriate time frames.

Operational & Strategic Planning. Contributes to the development, execution, and assessment of the agency's data analytics needs. Displays a keen awareness of and attention to short and long-term goals, stakeholder interests, and exploring opportunities for cross-agency and inter-agency collaboration.

Ranking Factors:
1. Demonstrated knowledge and experience in quantitative policy analysis or impact evaluation, or large-scale data management.

2. Demonstrated knowledge and use of statistical software including but not limited to Python, Stata, R, ACL, Tableau or similar.

3. Demonstrated experience and ability to research and observe trends and patterns and draft and document these preliminary findings.

4. Demonstrated experience and ability to draft data visualization options and prepare other documentation to communicate findings and/or explain the methodologies used and the analytics for projects/audits.

5. Demonstrated skills and ability to troubleshoot data analytic scripts and underlying problems as well as resolving and researching complex issues (**please respond if applying for CS-13 and/or 14**)

6. Demonstrated skills and ability to lead the implementation of automation or analytical approaches that can streamline and enhance the continuous ongoing use of analytics. (**please respond if applying for CS-14**)