



Data and Outcomes Coordinator

Bargaining Unit:

Class Code:
P416

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
Established Date: April 30, 2022
Revision Date: April 30, 2022

SALARY RANGE

\$25.21/hr

PURPOSE & JOB RELATED REQUIREMENTS:

REPORTS TO: District Attorney

FLSA STATUS: Exempt - Administrative

CLASSIFICATION: Temporary, Part-Time

PAY GRADE: 120

SAFETY SENSITIVE: No

CLASS CODE:

Purpose of Job

This position will manage a series of data research projects within the DA office with external and internal partners.

Job Related Requirements

May be required to work on religious holidays.

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACC's safe driving policy.

MINIMUM TRAINING & EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

A Bachelor's degree in Data Analytics/Management, Project Management, Statistics, IT, Public Administration or a related field, with four years of demonstrated experience in data analysis, statistics or equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities for this position.

Must possess a valid driver's license.

ESSENTIAL DUTIES, KNOWLEDGE SKILLS & ABILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all- inclusive. Other duties may be required and assigned.

Serve as the liaison between the DAO and the data researcher partners.

Serve as the liaison between the DAO and the Prosecuting Attorney's Council (PAC) who is the provider of our case management system (Tracker).

Serve as the liaison between the DAO and the Athens-Clarke County data governance committee, data working group and IT department.

Serve as the liaison between the DAO and the Oconee County data/IT department.

Oversee the data interests of the DA Office and monitor/report progress.

Effectively manage scope and dependencies. Identify risks and issues and proactively resolve/mitigate them.

Ensure that the DA's Office data outcomes are defined, approved, and delivered. Be responsible for results, and ensure that results are delivered in the best way possible.

Support strong data governance, aligned with the overall governance, and ensure that timely decisions are taken.

Communicate regularly and effectively with project stakeholders.

Effective document data projects, procedures, and project histories.

Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff.

Prepares and presents staff reports and presentations at various community and

governmental meetings.

Assists with retrieval and copying of documents in response to Open Records

Requests.

Performs other duties as required.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of data and project management principles, methods, techniques, and tools.

Knowledge/experience in documenting procedures and/or project history.

Knowledge/experience of working on projects that have involved the introduction of new ways of working / processes / methodologies into an organization (a government office would be a plus)

Knowledge of common word processing, communication, program/financial analysis, planning and reporting.

Knowledge of basic organizational, management and human relations and technical methodologies.

Ability to be an adaptable team member who is comfortable working as part of a cohort of data specialists from around the ACC government and national DA offices and organizations.

Ability to communicate and interact clearly with office members, the public and associates.

Ability to assemble information and make written reports and documents in a concise, clear and effective manner.

Ability to comprehend, interpret, and apply regulations, procedures and related information. Ability to use personal computer, calculator, facsimile machine, and telephone.

Ability to communicate and interact effectively with supervisors, management, other staff members, elected officials, and personnel at all levels of government.

Ability to utilize computer software packages such as word processing, spreadsheet, and database programs, and others as necessary to perform management analysis, reporting, and graphic tasks.

Ability to organize and maintain an assortment of records and information in an effective manner and according to departmental and/or governmental regulations.

Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.

Ability to use independent judgment in routine and non-routine situations.

Ability to use extensive judgment in interpreting data obtained from reports, work logs, surveys, work samples, and personal interviews, in maintaining standards, and in addressing problems.

Strong people management/leadership skills.

ADA INFORMATION:

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including a computer, printer, calculator, copy and facsimile machines, telephone, and other office equipment. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, bending, stooping, standing, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to twenty pounds of force occasionally and/or up to ten pounds of force frequently.

Physical demand requirements are at levels of those for light work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange administrative information; includes receiving assignments and/or directions from supervisors.

LANGUAGE ABILITY: Requires the ability to read a variety of reports, budget documents, statistical reports, policies, codes, standards, and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare analyses, summary presentations, report findings and recommendations, organizational and flow charts, work plans/audit programs, and correspondence using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people in management and the Mayor and Commission with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including analytical terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine decimals and percentages; to interpret graphs; to compute discounts, interest, profit and loss, ratio and proportion; to perform calculations involving variables, formulas, square roots, and polynomials; to perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis, and econometrics.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment, which may include rulers, yardsticks, and tape measures.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as a computer, calculator, copier, facsimile machine, telephone, and other office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

ALL DEPARTMENT(S) USING THIS JOB DESCRIPTION:

District Attorney Office