CITY & COUNTY OF HONOLULU
OFFICE OF ECONOMIC REVITALIZATION

Position:
Data Specialist (Planner I)

Organization description:
The City and County of Honolulu ("City") Office of Economic Revitalization (OER) was established mid-2020 to coordinate the City's response to the COVID-19 pandemic and economic recovery. OER ensures that COVID-19 information is widely available to businesses and community institutions to operate in a safe manner to ensure that Oʻahu's economy can remain open. OER also directly assists Oʻahu residents and businesses to find assistance and execute COVID relief funded jobs and other programs. Additionally, OER is tasked with the development and transition over time to a more diversified and resilient economy.

Duties and responsibilities for the Community and Administrative Services Specialist:
- Data Gathering and Analysis **(75%)**
    - Build City Equitable Economic Recovery Database for the purposes of assessing needs of the City and community
    - Support Data Administrator in the design, contract execution and build out of online database tools
    - Provide research and data analysis to create programs to support economic development and secure competitive federal grant funding
    - Support OER Program managers in the execution of programs including data gathering, process improvements, outreach, and reports, as well as other duties as assigned
    - Support OER Grants contractor 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 the City and OER

- Data Reporting, Narrative and Visualization **(15%)**
    - Serves as a specialist in the Office of Economic Revitalization (OER) to create equitable economic recovery baseline data based on City and County of Honolulu priorities
    - Develops expertise in assigned data subject matter areas focused on economic development to include reports and visualization 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 City OER.

Qualifications (Planner I):

- Training and Experience: A combination of education and experience substantially equivalent to graduation from an accredited college or university and professional work experience
    - (COMMUNITY ENGAGEMENT) experience in working collaboratively with government, business, and community on public events and projects
    - (DATA ANALYSIS) experience based in research, data gathering and analysis, developing and implementing databases, data collection systems, data analytics and evaluation, and reporting
- Ability to interpret laws, rules, and regulations; make sound observations, remember facts, and give testimony based thereon; communicate effectively with the public and representatives of other governments 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 smart phone usage skills
- Good verbal and written and communication skills
- Strong attention to detail

Responsibilities (Planner I):

Under the general supervision of the Data Administrator, 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 literature and best practices for government data strategies around an equitable economy and COVID-19 recovery;
- Maintain and update OER equity 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 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 business and information needs
- Locate and define new process improvement opportunities
- Preparation of data analysis for 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:
Starting salary commensurate with experience.

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

To apply:
To apply, please send a 1 page cover letter, current resume, and at least three current references to
oer@honolulu.gov. Please highlight aspects of your experience that are relevant for this position for
this position and explain why you are interested in working with the City and County of Honolulu in
this role.

Deadline to apply:
Applications will be accepted until position is filled.