



CITY & COUNTY OF HONOLULU OFFICE OF ECONOMIC REVITALIZATION

Position:

Economic Data Strategist

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 O'ahu's economy can remain open. OER also directly assists O'ahu 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.

Position description:

The Economic Data Strategist supports the Office of Economic Revitalization and community partners to improve the capacity, systems and process to generate effective reporting, gather appropriate data, and analyze data for progress towards an equitable economic recovery and other goals of OER and the City Administration.

Duties and responsibilities for the Economic Data Strategist:

- **Data Research, Planning and Development (60%)**
 - Develops OER data strategy and establishes system to capture, analyze, and visualize data towards economic development goals.
 - Represents the Office of Economic Revitalization in meetings with government representatives and community organizations in regards to economic development data needs. Meets with various stakeholder and community meetings to inform the public and formulate coordinated program strategies. Liaises with key stakeholders to disseminate information, assess community need, and gather feedback.
 - Develops expertise for OER in community funding priorities, current and historical related projects, and data on effectiveness of past programs and strategies.
 - Conducts deep research and learning to synthesize the current landscape of data regarding economic development and to understand the implications or downstream effects of potential strategic choices.
 - Actively manages professional relationships with federal and private funding partners and develops working databases of funding sources outside of the City with similar programmatic goals to leverage and maximize City investments.
 - Evaluates current programs against OER and City strategic goals and assessments of need and makes recommendations for improvements.
 - Translates technical findings from data scientists and researchers to easily understood actions, programs and tradeoffs.

- Research products, services, competitive landscape and current strategies to identify new opportunities, solutions, and trends in data organizational efficiency and business transformation aligned with the OER's initiatives and goals.
- **Data Gathering, Analysis, Reports and Evaluation (25%)**
 - Analyzes data to identify trends and provide OER and the City with information to understand business and community needs, make projections, improve operational and businesses practices and to make insights accessible through narrative, easy-to-understand graphs, charts, tables and reports.
 - Formulates supportive documentation for economic related issues for OER, Council Members and City wide administrative decision-makers. Assists with the preparation of internal reports and presentations for internal City personnel, including Administrative and Council officials and their personnel, as necessary.
 - Plans and participates in collaborative workshops and meetings; creating active working partnerships with private entities, community groups and the government sector; gathering and sharing information on community-based needs, best practices.
 - Serves as a community to government liaison and resource, advocating and gaining cooperation to network towards a modern and innovative continuum of services to reduce fragmentation and duplication of such services.
- **Other Related Activities (15%)**
 - Supervises the OER Data Specialist and perform other duties as may be assigned to ensure efficient and effective operations of the City and the Office of Economic Revitalization.
 - Other duties as assigned.

Qualifications Economic Data Strategist (Planner IV):

- **Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with specialization in business administration, project management, data science, statistics, economics, or public administration and professional work experience in planning or related activities or as applicable for positions requiring specific specializations.
 - (DATA GATHERING AND ANALYSIS) professional administrative, fiscal or analytical experience in data gathering, analysis, and interpretation for government and community stakeholders
 - (COMMUNITY AND ECONOMIC REVITALIZATION) professional work experience in community and economic development project planning, coordination and/or management and which shall have included significant involvement in feasibility analysis and the review of business plans and project/grant proposals and demonstrated knowledge of different means of financing and project budgeting
- Ability to translate ideas and recommendations into database plans which are in conformance with laws and regulations, and with the best social, economic and public interest utilization; collect, analyze, and interpret data pertaining to related situations, and make effective decisions and recommendations from these data; speak effectively to individuals and to groups, and to prepare reports.
- The ability to pay attention to detail when working with data in order to make accurate conclusions and predictions.
- Strong verbal and written communication skills to effectively share findings with shareholders

- A solid understanding of data sources, data organization and storage
- Strong mathematical, computer, internet, web-based program management platform knowledge and skills
- In-depth knowledge of statistical methodologies and data analysis techniques
- Knowledge of relevant relational databases

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:

Salary range \$62,136 to \$91,968. Step level commensurate with experience.

Employment duration

Employment 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 oeer@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.