



Office of the District Attorney Alameda County

Pamela Y. Price
District Attorney
alcoda.org

Senior ORT Data Specialist

Bargaining Unit: ACMEA - General Mgmt (R15)
\$42.98-\$57.62 Hourly / \$3,438.40-\$4,609.60 Biweekly
\$7,449.87-\$9,987.47 Monthly / \$89,398.40-\$119,849.60 Yearly

DESCRIPTION

The Senior Organized Retail Theft (ORT) Data Specialist will join the District Attorney's Office (DAO) Organized Retail Theft Vertical Prosecution Unit, an interdisciplinary team which includes an investigator, prosecutor, and analyst. The ORT VP Unit aims to combat organized retail theft through a four-prong approach to Dismantle, Disrupt, Deter and Divert ORT crime. Under the general direction of the Chief Assistant District Attorney and Chief of Inspectors, the Senior ORT Data Specialist position will extract, analyze, and summarize data for both investigative analytics and performance measurement reporting. The Senior ORT Data Specialist will manage day-to-day coordination in fulfillment of the grant funded program, including, but not limited to convening partners, law enforcement, analysts, researchers, operations staff and partners throughout Alameda County. In addition, the position will be responsible for quarterly review of data, including implementation and impacts on outcomes and will report performance and outcome data through the Local Evaluation Plan and Local Evaluation Report. Senior ORT Data Specialist will lead some projects and work streams with the guidance and support of the Assistant Chief of Administration and Operations. Most analysis will be done using Excel, R, GIS, or a combination, though analysts are encouraged to explore other languages and tools as needed.

DUTIES & RESPONSIBILITIES

- Collect, explore, analyze, and interpret data.
- Support internal and external research by engaging on research projects, helping with data collection and dataset creation, and helping to formulate and engage in specific research questions.
- Provide data-driven recommendations to complex legal and policy questions.
- Write high-level memos for a range of audiences including executives and the public.
- Complete discrete tasks necessary to support basic DAO functions, including budget reporting and case management.
- Integrate relevant scientific literature into analytical approach and interpretation.
- Develop the tools and documentation needed to allow for increased efficiency with future analysis, replication, iteration, and automation.
- Contribute to other analysts' work through code review, dataset creation, mentoring and training.

Desired Skills

- Extensive knowledge of R programming, with familiarity working with the tidyverse packages, and ability to read, analyze, and export geospatial data in R; or demonstrated knowledge of other languages.
- Knowledge of GIS, including, but not limited to: ESRI ArcGIS 10.x, ArcGIS Pro, and ArcGIS Online.
- Proficient with Power Bi, PowerApps and Experience Builder
- Fluent in SQL (ideally experience with Oracle and Microsoft SQL Server)

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- Proficient in ArcGIS Pro, ArcMap, and ArcGIS Online
- Familiarity with SQL, Python, HTML/CSS a plus.
- An understanding of the complexities of the criminal justice system.
- Ability to manage tight deadlines and respond to emergent requests.
- Experience producing analysis and reports for a variety of audiences.
- An enthusiasm to collaborate, innovate, and solve problems.
- A proven ability to prioritize work in a team and independently handle multiple complex tasks simultaneously.
- Have strong communication skills and be able to interact effectively with team members, executives, funders, county government, academics, and stakeholders inside and outside of the ACDAO.
- Knowledge of the Alameda County criminal justice system a plus.
- People with personal or family experiences with the criminal justice system are encouraged to apply.

MINIMUM QUALIFICATIONS

Education:

The equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in business administration, public administration, public policy, social science, statistics, data administration, risk management, data analysis, data science or a field related to the program area to which assigned; and/or

Experience:

The equivalent to two years of full-time professional level work with independently planning and evaluating client service delivery programs, conducting data analysis, data mining, and or data visualization at a level equivalent to or higher than Program Specialist or Program/Financial Specialist classification in the Alameda County.

(Additional experience in providing direct services to clients or in program planning and evaluation may be substituted for the education on a year-for-year basis.)

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Principles, practices, funding sources and administrative requirements in the program area to which assigned.
- Principles and practices of program planning and evaluation.
- Principles and practices of direct client service delivery.
- Practices and techniques of programmatic analysis and report preparation.
- Applicable federal, state and local laws, rules and regulations.
- Computer applications related to the work.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.
- Basic budgetary and financial record keeping techniques.
- Basic supervisory principles and practices.

Ability to:

- Plan, supervise, review and evaluate the work of others.
- Train others in protocol, policies and standard operating procedures.
- Plan, monitor and evaluate program and service delivery effectiveness in the programmatic area to which assigned.
- Identify programmatic and operational problems, investigate and evaluate alternatives and implement effective solutions.
- Interpret and apply complex regulations, policies and procedures.
- Prepare accurate, clear and effective correspondence, informational brochures, policies, reports, and other written materials.
- Represent the Department and the County in public meetings and make effective presentations to diverse groups.
- Organize and prioritize work and meet critical deadlines.
- Maintain accurate records and files.

- Exercise sound independent judgment within established policies and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses:

Specified positions may require possession of a valid California driver's license. Specified positions may also require licensure or certification in the programmatic area to which assigned.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discounts, fitness and health screening programs focused on overall well-being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 12 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g., Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g., theme parks, cellphone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.