

COUNTY OF SAN DIEGO

DATA & ANALYTICS MANAGER

OFFICE OF EVALUATION,
PERFORMANCE & ANALYTICS

Anticipated Hiring Range:

\$135,000 to \$145,000 Annually

Excellent Benefits Package

www.sandiegocounty.gov



THE POSITION

The County of San Diego is seeking qualified candidates for the position of **Data & Analytics Manager** (official class title Chief, Departmental Operations), which will be responsible for planning, organizing, and directing the activities of OEPA's Data & Analytics Branch. This Branch procures, develops, and maintains OEPA's data and analytics infrastructure, manages OEPA's data, and provides specialized data and analytical services to OEPA's two other branches and other County departments. This is an unclassified position that reports to the Chief Data Officer.

The duties under the leadership of the Data & Analytics Manager include:

- Provides administrative and technical supervision of Data & Analytics Branch direct reports
- Develops and directs the implementation of an information technology (IT) strategy for OEPA
- Develops an understanding of the County's existing IT infrastructure and how it can interoperate with OEPA's current and future infrastructure
- Serves as a technical advisor and business analyst consultant to the Chief Evaluation Officer and Chief Data Officer
- Works with OEPA leadership and its other Branch Managers to evaluate current and anticipated IT requirements
- Manages OEPA's data and analytics infrastructure, and works collaboratively with the County Technology Office and others to support a new Integrated Data Platform and associated tools
- Oversees the design, creation, and maintenance of the data most used by OEPA data analysts
- Oversees the provision of analytical services (e.g., data science, geospatial analyses) to OEPA's two other branches and other County departments
- Drafts or reviews draft Requests for Proposals or Information (RFPs, RFIs) and evaluates responses and recommends vendor selection
- Leads IT contract negotiations with the County's IT Outsourcing Provider, the Department of Purchasing and Contracting, consultants, and vendors
- Drafts, reviews, and manages IT service requests
- Administers and manages all of OEPA's IT contracts
- Works with OEPA leadership to develop the Office's IT annual and five-year budget
- Stays abreast of emerging technologies
- Assesses skill gaps and provides training to ensure skills stay current with the technology requirements for current and future work assignments
- Serves as liaison between the business and technology, and works closely with the County Technology Office and Group IT Managers to adhere to standards

THE DEPARTMENT

The Office of Evaluation, Performance, and Analytics (OEPA) integrates evidence-building capabilities to inform decision-making for the betterment of the San Diego County region. The creation of OEPA was unanimously approved by the County's Board of Supervisors in 2021 and is responsible for leading the County's strategic approach to use program evaluation, performance measurement, and data analytics to inform policy, budget, and operational decisions.



IDEAL CANDIDATE

The ideal candidate will possess the following knowledge, skills and abilities:

- Leadership experience working with management and executives
- Able to manage projects, programs, and initiatives to completion
- Continuously demonstrates political acumen, critical thinking, and sound business judgement
- Ability to clearly convey business needs in terms outcome and objectives to different audiences, including customers and IT vendors
- Understanding of data management and analytics
- Has a growth mindset – proactively learning and providing mentorship and support for staff
- Is a consummate teammate within OEPA and across County departments
- High level of technical and analytical skill
- Able to write and understand technical business requirements
- Able to conduct technical research, including best practices, and operationalize as appropriate
- Able to perform effective negotiations
- Excellent verbal and written communication skills
- Able to develop and make technical presentations accessible to diverse stakeholders who have varying degrees of technical expertise
- Able to listen perceptibly and ask pertinent questions
- Project management experience in complex environments with multiple, competing projects and deadlines
- Experience in data management, including processes, automated systems, workflows, and tools (including demonstrable experience using quantitative analysis tools (e.g., SAS, R, Stata, Python, SPSS) and/or qualitative analysis tools (e.g., Atlas.ti, NVivo, MAXQDA)
- Able to communicate effectively with diverse stakeholders who have varying degrees of technical expertise
- Demonstrates commitment to public service and to improving the lives of people in San Diego County
- High emotional intelligence: listens, absorbs, and reflects before acting
- Unbiased: able to serve as a true neutral convener and evaluator

COUNTY OF SAN DIEGO

With just under 3.5M residents, San Diego County includes a mixture of urban and rural communities, from coastal beachfront to mountains and desert. Roughly the size of the state of Connecticut, it is the second most populous county in the state of California and the fifth largest county in the United States. Proactive planning and a highly diversified economy helped the County weather the worst effects of the COVID-19 pandemic, positioning the region for a strong recovery.

When it comes to governance, the County of San Diego is one of the most award-winning and innovative agencies in the United States. The five elected Supervisors set policy for the county, and the Chief Administrative Officer relies on the General Management System (GMS), a structure emphasizing accountability, efficiency and customer service for ensuring the County's success in creating a region that is just, sustainable and resilient. Please visit <https://www.sandiegocounty.gov> to learn more about the County of San Diego.



MINIMUM QUALIFICATIONS

Applicants must possess the following:

A bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five years of experience that demonstrates the ability to perform the essential functions of the classification which must include two years of management or supervision.

OR, A combination of experience and/or education as stated above.

Notes: A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

It is highly desirable that the candidate have the following:

- Master's degree in computer science, information systems, or a closely related field; OR
- Master's degree in Business Administration or Public Administration with an IT emphasis
- Five or more years of progressively responsible, full-time, paid experience managing or assisting in the management of a technical organization



SALARY & BENEFITS

COMPENSATION

The anticipated hiring range is \$135,000 to \$145,000. Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the San Diego County Employees Retirement Association
- Deferred Compensation Program 457(b) and 401(a) plans
- May be eligible for relocation allowance up to \$10,000

HOW TO APPLY

You may complete an online application at www.sandiegocounty.gov/hr; select the current job postings link, 23092702U. Please attach your resume, cover letter, and a copy of your college degree, final transcript, diploma, or completion letter.

This recruitment will remain open until May 8, 2023. A first review of applications will take place the week of April 24, 2023.

Interested candidates are encouraged to submit a resume as soon as possible for consideration.

SPECIAL NOTES

The Department of Human Resources will remove personally identifiable information from recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

Please make sure to update the Work History in your application profile to match your resume. Hiring managers will only receive the redacted application (without resumes) to make a determination of which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Bryan Faircloth, Executive Recruiter, Department of Human Resources at Bryan.Faircloth@sdcounty.ca.gov.

Questions regarding the position or department should be directed to Shontay Turner, Group Human Resources Director for the Finance and General Government Group at Shontay.Turner@sdcounty.ca.gov.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.

The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. [Click here for more information on our strategic plan](http://sandiegocounty.gov) (sandiegocounty.gov) as well as our commitment to serve everyone, to build a [Framework for our future](#) that will create a County that works for all.