COUNTY OF SAN DIEGO

CAREER OPPORTUNITY

MANAGEMENT FELLOW:

RESEARCH AND DATA
OFFICE OF EQUITY & RACIAL JUSTICE

Annual Salary: $60,112.00

Excellent Benefits Package

THE DEPARTMENT

The **Office of Equity and Racial Justice (OERJ)** was established by the Board of Supervisors to identify systemic bias within the County organization. The County of San Diego's commitment to diversity, inclusion, and equity advances our vision of a region that is Building Better Health, Living Safely, and Thriving. The Office of Equity and Racial Justice plays a key role in our journey to ensure that all voices are heard and have an opportunity to help shape policy and inform budget processes.

THE POSITION

This **Management Fellow** for OERJ will support data analysis, research on structural inequalities and anti-racist strategies, and creation of inclusive and accessible communication tools that are evidence-based. The fellow will work with and be mentored by a program manager at OERJ in collaborating with county departments, researchers, and community partners to co-create more equitable solutions. The fellow will also be trained by colleagues at the Office of Evaluation and Performance Analytics on County's data governance practices and equity-focused data tools. Position duties will include:

- Providing research assistance for projects and processes that require data collection, analysis, performance measures, surveys design and program evaluation.
- Contributing ideas to the development of new research and data analytics projects or for improvement to existing data tools and resources in understanding San Diego County demographics and disparities between groups.
- Be active and thoughtfully engaged in office operations and partnerships, drawing on data analytics and research skills to support projects including but not limited to contract design, program evaluation, stakeholder and community engagement, and communications.
- Finding, extracting and interpreting data meanings in data for trends, solutions, improvements, efficiencies, and responding to community needs
- Supporting the building of data visualizations in dashboards, reports, documents, and communications

❖ The Management Fellow opportunity is a 12-month program. At the end of the 12-month period, incumbents may have the opportunity to apply for full-time regular employment with the County of San Diego.

SALARY AND BENEFITS

Compensation: $60,112.00 annually with excellent benefits package

IDEAL CANDIDATE

The ideal candidate will be able to collaborate effectively with teammates and partners, communicate effectively and inclusively, and navigate systems and change with adaptability. The ideal candidate will also possess the following knowledge, skills and abilities:

- Data collection, analysis and interpretation
- Descriptive, exploratory and inferential statistical analysis
- Programming languages to manipulate and analyze data
- Creation of data visualizations and applications in presentation and communications
- Microsoft Office suite
- Basic website content management, social media and communications platforms
- Office, communications and community engagement etiquette
- Utilize statistical software and analytical tools
- Identify and apply the correct methodologies and tools to solve a problem
- Translate data analysis into narrative and stories in plain and accessible terms; and create data visualizations to illustrate and explain the implications for a wide audience
- Learn new methodologies, technical tools, and systems
- Work independently under minimal supervision and prioritize work to meet deadlines
- Work collaboratively within team and across departments and external partnerships
- Listen to community concerns, ideas and aspirations

APPLICANTS MUST POSSESS THE FOLLOWING:

A master's degree from an accredited U.S. College or university, or certified foreign studies equivalency is required at time of appointment.

The ideal candidate will have a master's degree in social sciences, data science, public affairs or closely related field.

- Master's degree must be completed by June 2023
- Applicants with a degree in progress must submit a transcript
- Applicants with a completed degree should submit a copy of their degree or final transcript

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr
2. Select the current job postings link.
3. Attach your résumé at the Attachments step of the application.
4. Attach a copy of master's degree transcripts, completion letter* or diploma.

*Note: Final transcripts or a copy of your diplomas must be provided at time of hire.

The deadline to apply is March 29th. Interviews will be held the week April 3rd

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 to Veronica Gibson, Senior Executive Recruiter, Department of Human Resources at Veronica.Gibson@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.

COUNTY OF SAN DIEGO
DIVERSITY
& INCLUSION