

City of Baltimore



Criminal Justice Data Specialist

The City of Baltimore seeks a creative, dynamic, and results-oriented professional to serve as the Data Specialist for the Mayor's Office of Criminal Justice (MOCJ). The Data Specialist works with the Director of the MOCJ, MOCJ staff, and partner agencies to develop and analyze data related to public safety initiatives in Baltimore. The Data Specialist reports to the Director of MOCJ.

About the Mayor's Office of Criminal Justice

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on criminal justice matters, develops a strategy for ensuring the safety of all residents of Baltimore, and coordinates the operations of the justice system in the city. MOCJ articulates a vision for public safety in Baltimore, and coordinates with law enforcement and community partners in executing an effective strategy for improving safety. MOCJ collaborates with local, state, and federal criminal justice and law enforcement partners, as well as community-based organizations, service providers, and philanthropic organizations.

Responsibilities

The Data Specialist's responsibilities include, but are not limited to:

- Analyzes qualitative and quantitative data related to public safety initiatives in Baltimore;
- Develops tracking and reporting mechanisms for program and initiative implementation;
- Measures progress towards strategic goals and execution of public safety strategies;
- Translates strategies into measurable performance objectives;
- Assembles and verifies data to use for analysis, program design, and tracking progress;
- Assists in drafting memorandums, reports, and presentations summarizing criminal justice and violence reduction outcomes;
- Works closely with the Baltimore Police Department, the Baltimore City State's Attorney's Office, and other local, state, and federal partners in data collection and analysis;
- Collaborates with Mayor's Office of Sustainable Solutions and CitiStat on data tracking and performance measurement systems;
- Advises the Director and other Mayor's Office staff regarding status of programs, initiatives, and progress towards goals; and
- Gathers research and information about public safety in Baltimore City.

Qualifications

The ideal candidate is an expert in performance measurement and has demonstrated a high level of proficiency collecting, organizing, and analyzing data. The ideal candidate has experience working with and establishing credibility among a wide range of stakeholders, including local agencies. The ideal candidate should have the following qualities:

- Experience in building performance measurement and data management systems (required)
- Knowledge of criminal justice issues, systems, and policies impacting public safety;
- Experience working in law enforcement (preferred);
- Ability to drive projects to completion;
- Possesses an analytical mind and is a critical thinker;
- Working knowledge of statistics, databases, and commonly used technology platforms;
- Proven ability to establish and maintain effective working relationships with government agencies, organizations that work intensively with justice-involved individuals, and state and local criminal justice partners;
- Well-organized with excellent written and verbal communication skills;
- The ability to develop, mentor, and motivate professional staff;
- A commitment to diversity, equity, and excellence;
- Political savvy and sensitivity to the interests of a wide range of stakeholder groups, strategic partners, elected officials, and administrative colleagues; and
- Ability to balance competing priorities, complex situations, and tight deadlines.

Education & Experience

Education

Bachelor's degree from an accredited college or university. A graduate degree is highly desirable.

Experience

4-6 years of experience in the performance measurement/data management sector, including progressively responsible experience. Experience working in the public sector is highly desirable. Proven record of successful project completion.

Residency

Baltimore City residence is strongly preferred.

How to Apply

Salary negotiable and commensurate with experience and qualifications. Qualified applicants are encouraged to apply.

Resume and letter of interest including salary history and requirements should be emailed to talent.masters@baltimorecity.gov

Attention: Carvel Allen: carvel.allen@baltimorecity.gov. Candidate finalist must successfully pass a criminal background investigation check and drug/alcohol screenings.

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