

Title:

SomerStat Analyst

Department:

SomerStat

Description/Duties:

The City of Somerville is seeking an analyst for the six-person SomerStat Department. SomerStat is part of the Mayor's Office and plays an integral role in making Somerville a well-managed, transparent, progressive, and high-impact city government by providing analytical and executive support to the Mayor. SomerStat works with Police, Fire, Public Works, Health & Human Services, and fourteen other departments, whose activities combined account for the vast majority of the City's direct spending and generate most of its service-related revenue.

Benefits of joining SomerStat include:

- Working directly and regularly with Mayor Curtatone and his key staff, who transformed Somerville into the [best-run city in Massachusetts](#) (according to the Boston Globe)
- The opportunity to gain experience in all stages of the policymaking process, from formation through implementation, and all areas of municipal policy, from public works to budget formation to confronting climate change
- Working under a department head who trusts her staff to take responsibility over their own work and encourages new ideas and acquiring new skills
- Being part of a collaborative office with motivated individuals
- The chance to make a difference in the lives of residents and demonstrate the size of that impact through data collection and analysis

The SomerStat office assists the Mayor in oversight of city service delivery by using data and frequent accountability checks to monitor departmental performance and improve operations and customer service. Under the direction of the SomerStat Director, the Analyst carries out the following activities:

- Briefs the Mayor regularly on citywide problem areas or opportunities for improvement or innovation
- Uses collective agenda setting and analytical capabilities to prepare for, convene, and facilitate meetings with senior staff (Stat meetings occur every Tuesday)
- Monitors city departments in their service delivery, financial performance, and completion of projects and priorities established by department heads and the Mayor
- Secures personnel, financial, service, and operations data from administrative systems and external sources; cleans, combines, and analyzes data to develop recommendations
- Continuously tracks tasks assigned to staff throughout the City, regularly updating department heads and the Mayor on their progress
- Works directly with department staff to streamline processes and improve customer service
- Serves as project manager for major initiatives/special projects of

the Mayor's Office, when assigned

Requirements:

Minimum Qualifications:

- Ability to provide direction to senior staff and to help the Director and Mayor's Office resolve inter- and intra-departmental conflicts regarding strategy, policy, and operations.
- Ability to manage and experience with managing projects among diverse stakeholders.
- Creativity, strategic thinking, problem solving, and leadership skills.
- A degree in public policy/administration, business economics, urban planning, computer science, political science or another management or research-related field. Master's degree preferred.
- Data analysis experience
- Strong analytical, writing, and speaking skills.
- Proficiency in MS Excel or other data analysis tools, such as R, Python, or Stata.
- GIS skills and/or programming languages a strong plus.

Application Procedure:

Send resume along with a cover letter by Wednesday, February 15, 2017 to:

City Hall Personnel Office

93 Highland Avenue

Somerville MA 02143

Fax: 617-666-4426

TTY: 1-866-808-4851

Email: employment_opportunities@somervillema.gov

The City of Somerville is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, age, national origin, disability or any other protected category. Women, minorities, veterans, and persons with disabilities are encouraged to apply. City of Somerville residents are especially encouraged to apply. Auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures will be provided to qualified individuals with disabilities free of charge, upon request.

Salary:

Salary \$61,800.00 per year; paid weekly at \$1,188.47