



OFFICE OF THE ATTORNEY GENERAL
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT
Data & Performance Analyst
(Administrator III)
Executive Division

Posting Date: May 1, 2024

Closing Date: May 16, 2024

Job Title: Data & Performance Analyst

Position Type: Full-Time Regular

Salary: **\$64,828 - \$108,780** The salary range is based on a multitude of factors including applicable personnel rules, regulations, and guidelines.

Location: 200 Saint Paul Place Baltimore, MD 21202

Telework: A hybrid remote telework and in-office schedule option is available per applicable policies and procedures.

DESCRIPTION: The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the State's legal business, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials, and institutions of State Government. The OAG also protects the public by civil enforcement of antitrust, civil rights, consumer protection, and securities laws and regulations and by the prosecution of organized crime, Medicaid fraud, environmental crimes, insurance fraud, state tax evasion, and other statutorily assigned matters. As Maryland's 47th Attorney General, Anthony G. Brown leads the Office with a critical focus on equity, justice, and fairness.

The Data & Performance Analyst plays a key role in measuring, monitoring, and providing analytics on a number of performance indicators across the agency. The incumbent is responsible collaborating with Executives, Chiefs, and Directors to collect quantitative and qualitative data and information, develop and presentations, conduct research and analyses, and provide critical input and insights into OAG operations. The Analyst is also responsible for building, evaluating, and refining data insights used in high-stakes decisions. The Analyst will create data visualizations and dashboards to support better understanding of OAG operations and performance. Finally, building and maintaining strong interpersonal relationships with Leadership is key to continuous support for improvement practices across the office. The Analyst's work

supports the OAG's efforts to ensure innovation, accountability, and transparency for Marylanders and OAG employees.

60% of the duties assigned to this position are related to Performance Management including: Establishing and growing a data-based internal performance management system; Developing and assisting with the creation of opportunities for communicating data points, statistics, and other indicators of interest to the public; and working across the OAG enterprise to identify areas for increased efficiency, effectiveness, and improved processes, especially with regards to data collection, storage, access, reporting, and analysis.

20% of the duties assigned to this position are related to Data Innovation & Services including: Providing consultation and support for OAG divisions and units seeking to work with data, including investigatory, reporting and other tasks; Exploring solutions for and assist with the implementation of innovative solutions for accomplishing OAG tasks more effectively and efficiently; and Serving as a subject matter expert on data and related topics.

20% of the duties assigned to this position are related to Operational Support & Special Projects including: Supporting the planning and initiation of special projects as assigned by the Director of Performance & Innovation, the Chief Operating officer, and the Attorney General; and Developing holistic content knowledge across OAG duties and responsibilities and identifies connections through regular collaboration; and facilitates cross-functional sharing within and outside performance routine meetings.

EXPERIENCE:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Six years of administrative staff or professional work.

Notes:

1. Candidates may substitute 30 college credit hours from an accredited college or university for each year up to four years of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and two years of experience in administrative staff or professional work for the required experience.
3. Candidates may substitute the possession of a Master's degree from an accredited college or university for the required experience.
4. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required experience.

Preferred Qualifications: A master's degree or equivalent in Statistics, Data Analytics, Data Science, Political Science or related field involved in quantitative analytics and experience working with statistical analysis, data visualization, or performance management software.

SUBMISSION: Interested persons should electronically submit an application, cover letter, and resume through the Department of Budget and Management, [Maryland State Online Employment Center](#), by close of business May 16, 2024. Competitive candidates may be asked to complete a brief data project or provide an existing work product or artifact.

EMPLOYMENT BENEFITS: The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401(k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

EQUAL OPPORTUNITY EMPLOYER: The OAG is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING: The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.