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| **Job Title**: | GIS Research Analyst |
| **Reports To:** | Director |
| **Reports To:** | $28.85/hr to $34.61/hr |
| **Department** | Institute for Applied Economics |
| **FLSA Status:** | Non-Exempt |
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| **Summary:** | |
| Interfaces with all levels of LAEDC personnel, Executive Committee, Board of Governors, LAEDC member firms, government, philanthropic organizations, and the larger external business community. The GIS Research Analyst is a key member of the IAE and will manage parts of research projects and work in partnership with other members of the IAE staff under the direction of the Director, conducting applied economic research, analysis and report development, preparation and delivery. This role is unique in its requirement of familiarity with GIS programs, such as ArcGIS Pro and ArcGIS Online, as the GIS Research Analyst will be responsible for all GIS duties within the Institute for Applied Economics. Duties will include both quantitative and qualitative analysis and research, as well as structuring and overseeing the delivery of critical research projects and supporting presentations.   |  | | --- | | **LAEDC’s Culture** **of Inclusion** | | LAEDC is committed to cultivating and preserving a culture of inclusion and connectedness. Understanding that we, like the population we serve, come from all walks of life and are a stronger organization because of it, the LAEDC is committed to a culture that values and prioritizes diversity and free expression within its team. We are proud to be an equal opportunity employer that stays true both to our roots here in Los Angeles County and to our mission by ensuring that anyone, regardless of one’s background, origin, orientation, or station in life, and other characteristics that make our employees unique, can find a home at the LAEDC with our team. | | |
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| **Duties** | |
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| * Lead the methodological **development and execution of geospatial research projects,** such as the development of indices or cluster analyses, using ArcGIS Pro and ArcGIS Online * Oversee **data compilation, analysis and reporting** from credible sources including public and private sources as needed * Manage the process of regularly updating and promulgating **leading economic indicators** for the nation, state and region (e.g., unemployment, participation rates, wage and inflation growth rates, etc.) | |
| * Develop **charts, final documentations and presentation materials** as assigned | |
| * Organize and **conduct research** into new data sources and/or policy issues as directed * Monitor current events and **economic policy developments** in the region * Manage, from inception to draft delivery, entire sections of economic and public policy research projects, including **data collection, statistical analysis and applied economic analysis** * Deliver **written analyses** as needed with minimal to no supervision * Design and implement **research agendas** from start to finish with input from other IAE members as needed * Responsible for organization of resources and projects, including workflow to accomplish objectives, and fostering a **team environment** for collaboration and a culture of professional performance * Ensure all activities and duties **support the LAEDC’s mission**, goals and objectives | |
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| **Competency:** | |
| To perform the job successfully, an individual should demonstrate the following competencies:  Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.  Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.  Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.  Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.  Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks and offers help when needed  Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality. | |
| **Qualifications:** | |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  **Education/Experience:** Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience. Master's degree (M. A.) a plus.  **Language Ability:**  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.  **Math Ability:**  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.  **Reasoning Ability:**  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.  **Computer Skills:**  To perform this job successfully, an individual should have knowledge of ArcGIS Pro and ArcGIS Online, or open source equivalents. The individual must be confident in using GIS programs to analyze data, as well as to map phenomena. Additionally, familiarity with Word Processing software; Spreadsheet software; Internet software; Database software and Contact Management systems is important. SQL, Python, and R skills a plus.  **Certificates and Licenses:** N/A  **Qualified Applicants:**  The LAEDC will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local Fair chance laws including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance (FCIHO). The LAEDC is an Equal Opportunity Employer. For further information about LAEDC, please visit our website at [www.laedc.org](http://www.laedc.org) | |
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| **Work Environment:** | |
| This position will operate in a hybrid schedule. The employee will base work from the home office 40% of the work week and additional time as needed with the option to work remotely on the remaining time. Employees are required to reside in the Los Angeles County Region. The organization will continue to assess the hybrid environment and adjust to meet programmatic needs accordingly.  The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate. | |
| **Physical Demands:** | |
| |  | | --- | | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms. |   20210407 | |

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.***

*Employee Signature Date*

*Supervisor Signature Date*