

RFP: Data Analyst Wanted

Overview	<p>Experienced Data Analyst sought for a four-month contract position working on a project to examine and report on data obtained from local court systems in Tennessee.</p>
Organization Information	<p>CALEB (Chattanoogans in Action for Love, Equality, and Benevolence) is a grassroots coalition of faith-based, labor, and other community organizations based in Chattanooga, TN. CALEB seeks to represent the needs and goals of the community by organizing around three main issues: education, economic mobility, and criminal justice.</p> <p>The Data Analyst will be working on a grant-funded project within the criminal justice arm of CALEB. The goal of this project is to create a report examining local jail data in Hamilton County, TN in order to identify the relationship between pretrial decisions and jail and court outcomes, and the relationship between these decisions and public safety concerns.</p>
Issue Date	<p>June 3rd, 2024</p>
Role Description	<p>The Data Analyst will be responsible for cleaning, quality checking, and removing Personally Identifying Information (PII) from over 40,000 Hamilton County, TN arrest records, and assisting the Project Manager in using the CJARS criminal charge classification tool provided by the University of Michigan to identify the top charge for each arrest.</p> <p>Once the final dataset is produced, the Data Analyst will work with the Project Manager to analyze the data for trends and patterns that emerge from the final dataset, and identify key findings and observations to be included in the final report. They will also be responsible for creating data visualizations that will be included in the report and a dashboard highlighting selected data points to be featured on the CALEB website.</p> <p>Finally, the Data Analyst will work with the Project Manager during the report writing and editing process to confirm that the data is represented accurately and in an unbiased manner.</p>

<p>Work Timeline</p>	<p>July 2024</p> <ul style="list-style-type: none"> - Clean, correct, and quality-check data collected from Hamilton County, TN arrest records. <p>August 2024</p> <ul style="list-style-type: none"> - Begin analysis of dataset to identify trends and patterns, especially related to arrests and case outcomes. - Collaborate with Project Manager to create a report outline highlighting critical findings and observations. <p>September 2024</p> <ul style="list-style-type: none"> - Create visualizations to be included in the report. - Create a dashboard using key findings to be featured on the CALEB website, to promote the report. <p>October 2024</p> <ul style="list-style-type: none"> - Collaborate with Project Manager to correct, edit, and confirm the data points in the final written report draft and to incorporate visualizations.
<p>Contract Budget</p>	<p>The total budget for this contracted position is not to exceed \$24,800. In your response, please provide a quote and indicate if you would prefer to receive payment based on an hourly rate, set staggered payments, in a lump sum, or otherwise.</p>
<p>Project Team</p>	<p>The Data Analyst position will report directly to the Project Manager for the duration of the contract period.</p>
<p>Qualifications</p>	<p>Required:</p> <ul style="list-style-type: none"> ● 1+ years experience in data analysis ● Previous experience working with large datasets ● Proficiency with Microsoft Excel ● Proficiency with PowerBI (preferred) or other data visualization software ● Proficiency with Microsoft SQL Server (preferred) or other SQL software <p>Preferred</p> <ul style="list-style-type: none"> ● Previous experience working with court or jail data
<p>Hiring Timeline</p>	<p>Applications for this position will remain open until June 21st, 2024. Phone interviews will be conducted beginning June 23rd, and once all candidates have been interviewed, the Project Manager and CALEB's Executive Director will make a selection and notify applicants.</p>
<p>Submission Guidelines</p>	<p>Applicants should send a CV or resume, cover letter, and quote to avery@calebcha.org with the subject line "Data Analyst Proposal". Work samples and/or portfolios are welcome, but not required.</p>