

Job Title:	Data Analyst
Location:	Oklahoma (remote work available for Oklahoma residents)
Reports to:	Research Director
Supervisory Responsibilities:	None
Job Classification:	Full-Time / Non-Exempt

JOB DESCRIPTION

Our Data Analyst carries out critical data-driven research projects, using the Open Justice Oklahoma database to turn court, prison, and jail administrative records into data that supports efforts to create a more open and equitable justice system. This position reports directly to OK Policy's Research Director.

Duties/Responsibilities

- Identifies and plans research activities through collaboration with internal and external partners to establish evidence base for policy, advocacy, and operations activities.
- Builds and maintain data analysis products that provide insights into Oklahoma's justice system through reproducible research methods.
- Communicates research findings to internal and external stakeholders through presentations, briefs, reports, and other publications in order to provide them with actionable data-driven insights.
- Contributes to maintenance and expansion of the Open Justice Oklahoma database and other components of the Research Team tech stack to ensure integrity and rigor of research resources, methods, and communications.
- You also need to contribute positively to our culture, which we like to think blends excellence with heart (and a keen sense of humor helps).
- Other duties as assigned.
- Supervisory responsibilities: No; number of direct reports: 0

Skills / Experience

Essential:

- At least one (1) year of experience using R for data analysis and visualization.
- Demonstrated ability to communicate clearly with a diverse group of individuals and audiences, via verbal, non-verbal, and written communications. You are able to communicate complex data findings clearly to technical and non-technical audiences.
- Strong attention to detail in planning and executing research projects, following established methodologies, and identifying and overcoming obstacles.

- Experience establishing and maintaining excellent working relationships with a variety of individuals and organizations.
- A commitment to integrity in the research process and the ethical use of data.
- Ability to work well with team members in order to advance the organization's mission.

Desirable:

- Advanced abilities with the R programming language, including package development, Shiny, GIS, flexdashboard, and interacting with databases.
- Familiarity with Oklahoma's criminal and civil legal systems.
- Prior experience in the advocacy, educational equity, or broader nonprofit arenas is a plus, but not a requirement.

Education:

- Bachelor's Degree in statistics, public policy, sociology, computer science, public administration, data analytics, or related field, or comparable work experience.

Working Conditions

OK Policy's headquarters are located in Tulsa, OK, however, in order to ensure the health and wellbeing of our team, all OK Policy staff are currently working remotely due to the coronavirus pandemic.

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F).
- Ability to work evenings and weekends, if needed, particularly during state legislative session, or to support events.
- The position can be based anywhere within the state of Oklahoma, and is full-time.
- Position may require some travel in and out of state - typically less than 5% of working time.
- Physical effort/lifting requirements - up to 10 lbs., for lifting supplies and materials, as needed*.
- Position frequently requires the ability to sit for extended periods of time*.
- Position continually requires the ability to talk and hear both in person and over the phone*.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard*.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

Compensation

OK Policy values its employees, and as such, offers a competitive total compensation package which includes both cash compensation and benefits. This position is eligible to participate in the following benefits:

- Employer sponsored health plans, including: health, dental, and vision insurance.
- Retirement plan benefits and employer matching up to 5% (first 3% without any match requirement).
- Additional benefits – including health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), short-term disability insurance, and legal assistance.
- Employer-paid long-term disability and life insurance benefits.
- OK Policy recognizes all federal holidays, as well as Election Day and Juneteenth, along with two (2) floating holidays that can be used at the team member's discretion.
- OK Policy provides a general PTO package, including: vacation leave, sick/personal leave, paid family leave, and more!

Salary Range: \$45,000 - \$55,000 Annually (*commensurate with experience*)

The above is intended to describe the general content of and requirements for the performance of this job and is not a guarantee of employment. This document is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to/from this job at any time. Oklahoma is an "employment-at will" state; therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time. The Oklahoma Policy Institute (OK Policy) is an equal opportunity employer, are committed to racial and gender equity, and we make a particular effort to recruit candidates who identify as Black, Indigenous, people of color, and gender non-binary to apply for open positions.