



**CITY OF TACOMA**  
invites applications for the position of:  
**Workforce Data Analyst**

An Equal Opportunity Employer

**SALARY**

Annually  
\$85,321.60 - \$109,408.00

**OPENING DATE:** 09/21/21**CLOSING DATE:** 10/12/21 05:00 PM**POSITION  
DESCRIPTION:**

Are you a high-performing, critical thinker, who has proven work experience with the data visualization and analysis of workforce and employee lifecycle data? If so, the Workforce Data Analyst position may just be the job you have been looking for.

Tacoma Public Utilities is recruiting for the position of Workforce Data Analyst in the Senior Human Resources Analyst classification. The Human Resources Department is seeking experienced candidates with exceptional analytical skills who have a proven success record in workforce data transformation, research, and strategy.

The Workforce Data Analyst will conduct critical workforce analyses and provide strategic insight to managers regarding workforce trends and demographics. The Analyst will collect, analyze, report, and share data related to workforce and succession planning to assist and inform management's decision making in the areas of: staff utilization, workload forecasting and scheduling, work methods, procedures, priorities and organizational structure.

**The Ideal Candidate**

The ideal Workforce Data Analyst would possess the following traits and competencies:

- A self-starter with strong personal initiative
- Adept at managing several projects at once and regularly liaising with business partners and internal customers
- Enjoys detailed, statistical evaluation and brings sound decision-making analysis and work prioritization skill-sets
- Comprehends and navigates complex tasks that support Human Resources and Business Partner initiatives and strategic goals on time and with a high-degree of precision
- A strong writer and communicator

**The Principles that Guide Us:**

Tacoma, the *City of Destiny*, has a workforce of dedicated, talented

employees with unique skills and perspectives. We embrace innovation and strive for excellence and community engagement. *Integrity, Service, Excellence and Equity*, speak to the values that we embody as City of Tacoma employees, and represent the core of our work in public service.

**Essential Duties:**

- Proactively design and implement effective and easy to understand people reporting solutions (i.e. dashboards, reports) to track key metrics associated with human resources people management and workforce planning.
- Collect, analyze, report and share data related to workforce and succession planning to assist and inform management's decision making.
- Serve in an advisory capacity providing analysis, consolidation and interpretation of large sets of data, guidance materials and recommendations for management.
- Use advanced statistics and tools to ensure analytics are meaningful, rigorous and provide actionable and comprehensive insights.
- Apply management and systems analysis techniques to the solution of problems
- Connect analysis to strategic issues and priorities to support action plans.
- Leverage both quantitative and qualitative data, including employee survey results, to enable leaders to dig deep into the company's cultural dynamics.
- Establish strong partnerships with business partners and the Human Resources team to provide best practices/new practices and insights for how analytics can drive decisions that are more meaningful.
- Oversee, develop and coordinate project plans or data processing activities with other departments or divisions to ensure functions and systems designs, modifications and implementation requirements meet business needs.
- Prepare and deliver reports and recommendations, conduct trainings and provide presentations.
- May provide work direction and oversight to two subordinate Human Resources staff members.

**City of Tacoma Commitment to Diversity and Inclusion**

Tacoma's diversity is its greatest asset. Tacoma embraces its multi-cultural and multi-ethnic character. Communities of color and immigrant communities are fundamental to Tacoma's entrepreneurial spirit, workforce, and long-term success. In Tacoma, equity and empowerment are top priorities, meaning that all Tacoma residents must have equitable opportunities to reach their full potential and share in the benefits of community progress. One of our goals is for the City of Tacoma workforce to reflect the community it serves. We actively work to eliminate racial and other disparities and welcome candidates with diverse backgrounds and/or multicultural skill sets and experiences. Our goal is for Tacoma to be an inclusive and equitable place to live, work, and play.

**QUALIFICATIONS:**

Bachelor's degree with a focus on human resources, business, social or organizational behavior sciences, public administration OR a related field

**AND**

Three (3) years of broad-based professional human resource experience, **including** facilitating organizational development or change, and advising and consulting on human resource issues;

**OR**

Based upon assignment, four (4) to six (6) years human resource experience directly related to area of assignment such as compensation and benefits, training and development, talent services, safety and equal opportunity employment.

\*Equivalent education/experience may be substituted.

**Desired Qualifications:**

Bachelor's Degree with a quantitative focus on: Statistics, Analytics, Data Science, Quantitative Analysis, Business Information Systems, Human Resources, Workforce planning, Organizational Development, **OR** a closely related field that supports the knowledge and skills necessary for this position;

**AND**

Three (3) to five (5) years of experience in the following areas:

- Visualizing data using Tableau, Power BI, or similar programs
- Using Excel at advanced level
- SAP (or another ERP)
- Snowflake or other similar SQL environment
- Supporting data and analytics projects, including developing user friendly reports, short and long term workforce forecasts and integrated dashboards
- SQL querying, R and/or Python

**KNOWLEDGE & SKILLS:****COMPETENCIES**

- **Collaboration**  
Building partnerships and working collaboratively with others to meet shared objectives.
- **Communicates Effectively**  
Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Cultivates Innovation**  
Creating new and better ways for the organization to be successful.
- **Instills Trust**  
Gaining the confidence and trust of others through honesty, integrity and authenticity.
- **Plans and Aligns**  
Planning and prioritizing work to meet commitments aligned with organizational goals.
- **Strategic Mindset**  
Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Tech Savvy**  
Anticipating and adopting innovations in business-building technological applications.

**SKILLS**

- Visualizing HR data using a variety of visual software programs
- Using Excel at an advanced level, SAP (or other ERP) and Power Bi
- Supporting data and analytics projects, including developing user friendly reports, short and long term workforce forecasts and integrated dashboards

**SELECTION  
PROCESS &  
SUPPLEMENTAL  
INFORMATION:**

**To be considered for this career opportunity:**

Please **apply online and attach the following:**

- A detailed **Resume**
- **Cover Letter** that includes job experience, major responsibilities and accomplishments related to this position.
- **A digital file of 10 pages or less** that represents experience with analysis of workforce data. Work product must show uses of excel in a data visual. (ie: Tableau, Klipfolio, Visme, ClicData)

In order for your application materials to be considered, all information must be submitted by the closing date and time listed on this job announcement. Applications received without the required resume, cover letter, and digital file(s) will not progress in the selection process.

**Examination Process:**

This is a competitive selection process. Candidate application materials will be evaluated and selected candidates will be referred to hiring managers for further screening, which may include a writing assessment, on-line assessments and telephone interview prior to in-person interview selection. **Applicants must submit a resume, cover letter, and a digital file.**

Reference checks will be conducted on final candidates and appointment is subject to passing a background check.

**The City of Tacoma**

Tacoma is a mid-sized urban port city that sits along the Puget Sound with a population of nearly 210,000. The third largest city in the state of Washington, it is a diverse, progressive international gateway to the Pacific Rim.

When you work for the City of Tacoma you'll have the opportunity to enjoy

a healthy work/life balance, the potential for flexible schedules with some job classifications, continuing education programs, leadership pathways, wellness incentives and a total rewards benefits program. We welcome you to take a look at our website and discover how the City of Tacoma can make your next career move part of our combined destiny:

<http://www.cityoftacoma.org/>

<http://www.traveltacoma.com/>

<http://www.cityoftacoma.org/newhires>

The City of Tacoma believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Communication from the City of Tacoma:**

We primarily communicate via email during the application process. Emails from cityoftacoma.org and/or governmentjobs.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk email folders.

In order for your application materials to be considered, all information must be submitted by the closing date and time listed on this job announcement.

For assistance with the NEOGOV application process, or questions regarding this job announcement, please call Human Resources at (253) 591.5400 before **4:00 pm** of the closing date of the job announcement.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityoftacoma.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

Human Resources Department  
747 Market Street  
Tacoma, WA 98402-3764  
253-591-5400

Job #1131-21A  
WORKFORCE DATA ANALYST  
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An Equal Opportunity Employer

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### **Workforce Data Analyst Supplemental Questionnaire**

- \* 1. This supplemental questionnaire will be used to determine whether you meet the minimum qualifications for this position and as a tool to screen applications prior to an in depth look at your application materials. The questions should be completed thoroughly and honestly. Your responses to these questions may be assessed through the interview and reference check process. Any sign of deliberate misinformation or intentional exaggeration will result in disqualification from the review process.

I certify that the information provided in my job application and in my responses to the supplemental questions are accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Yes

No

- \* 2. Do you have a Bachelor's degree with a focus on human resources, business, social or

organizational behavior sciences, public administration or a related field **AND** three (3) years of broad-based professional human resource experience, including facilitating organizational development or change, and advising and consulting on human resource issues;

OR

Four (4) to six (6) years of human resource experience directly related to area of assignment such as compensation and benefits, training and development, talent services, safety and equal opportunity employment.

Yes

No

- \* 3. Describe your education, training and any certifications you have that support your formal training on the subject matter areas identified in this job announcement. If you have no related formal education or training in these subjects, respond with N/A.
  
- \* 4. Describe your work experience using analytical and ETL tools, such as SSIS, Tableau, Microsoft Power BI, Advanced SQL, Crystal Reports, Advance Excel and Power Query/Power Pivot. If you have no related work experience, respond with N/A.
  
- \* 5. Please detail any relational database and visualization software have you previously used (SQL Server, Oracle, Redshift, MySQL) and include your level of familiarity/proficiency. If you have no related work experience, respond with N/A.
  
- \* 6. How would you use the data and analysis you gather in this position to help to create and sustain an organizational environment that acknowledges and celebrates diversity and employs inclusive practices throughout its daily operations?
  
- \* 7. Describe any relevant experience that you have that required you to compile and analyze human resources metrics and data from a variety of sources and/or systems. Please limit your response to 500 words or less.
  
- \* 8. Using the attachment feature, please attach a document of 10 pages or less that represents your work experience with research and analysis of workforce data. Work product must show uses of excel in a data visual (ie: Tableau, Klipfolio, Visme, ClicData). I understand this document is required and must be attached to my application.  
 Yes  
 No
  
- \* 9. Notifications and updates to candidates are made through email to the email address you input on this job application. E-mails from cityoftacoma.org and/or governmentjobs.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders. It is recommended to double-check that you have written your email address correctly before you submit this job application. Check "yes" to show that you have read and understood this instruction.  
 Yes  
 No
  
- \* 10. Please tell us how you learned about this job opening.  
 Job Interest Card notification

- Internet search
- Professional organization
- Community organization
- Military organization
- City of Tacoma employee
- Online job board posting
- Word of mouth
- LinkedIn
- Indeed
- Facebook
- Instagram
- Government Jobs
- Other

\* 11. Please provide specific information regarding how you learned about this job opening. Thank you, your feedback will be used to evaluate our success reaching the public and refine our methods for future job postings.

\* Required Question