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| Job Title: | RSI – Data Analysis Specialist | Revision Date: | April 15, 2023 |
| Department: | Philadelphia Parks & Recreation | Hiring Manager: | Natalie Walker |
| Hourly Rate: | \$18.00/hour | Application deadline: | Open Until Filled |
| Position Type | Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration | | |

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City’s residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The Recreation Specialty Instruction (RSI) will serve as a Data Analysis Specialist supporting the department’s sustainability strategies by assisting with tracking organic recycling, illegal dumping, and herbicide application. Reporting to the Sustainability Officer, this position will collect, process, and present qualitative and quantitative data for several initiatives. Focus initiatives include:

- **Waste Diversion**
- **Litter & Illegal Dumping Reduction**
- **Herbicide Tracking**

An estimated 25% of this position must be performed in the field, while approximately 75% can be performed in the office. Interested applicants must be willing drive to various destinations throughout the City.

Responsibilities

- Perform data analysis and reporting for PPRs Organic Recycling Center to identify opportunities for communication and improvement
- Assemble regular reports around short-dumping and execute anti-dumping tasks and projects to support cleaner and greener parks
- Quality check PPR's herbicide tracking reports to ensure consistent reporting and data integrity
- Assemble basic reports, graphs, and findings around waste, littering or dumping, and herbicide use to ensure they are presented in a clear and concise manner
- Communicate with internal partners to ensure relevant data is available to make decisions
- Collect, analyze, and store data in an organized fashion
- Review data for accuracy and make recommendations based on findings
- Periodically process data from the Organic Recycling Center scale house into reports to show trends in material coming in and out of the facility
- Utilize reports and findings and PPR staff feedback to identify priority sites for anti-dumping measures
- Maintain and monitor anti-dumping cameras in areas in select watershed park areas
- Conduct research related to waste diversion, illegal dumping, and herbicide applications

Competencies, Knowledge, Skills and Abilities

- Ability to navigate neighborhoods throughout the City of Philadelphia
- Proficiency in Microsoft Office software including Excel, PowerPoint, and Word
- Knowledge of ArcGIS
- Excellent written, verbal, and electronic communication
- Proficiency in collecting, organizing, and analyzing data
- Ability to generate reports that clearly communicate trends over time
- Knowledge of data visualization
- Ability to propose solutions and elevate issues and/or relevant matters

Qualifications (Education & Experience)

- High School diploma or Equivalent
- Valid Driver's License
- Current matriculated students pursuing bachelor's degree in topic related to sustainability; statistics; water resources; environmental sciences; data science; urban planning; parks, recreation, & leisure; engineering or area of study deemed relevant preferred
- Equivalent combination of education and experience in a related field also considered

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Must provide proof of COVID-19 Vaccination as a condition of employment
- Interested candidates must submit a resume and cover letter to Natalie.Walker@phila.gov
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>