

# Data Analytic & Project Management Intern



## College to County Intern 2021

*Financial and Business Management Division together with the Epidemiology, Analytics, and Evaluation Division*

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**SEASONAL TEMP POSITION:** June through September

**SALARY:** \$19.00 hr. (20 hours per week, Monday-Friday)

**LOCATION:** Virtual/Gladys McCoy Building, 619 NW 6th Avenue, Portland, OR 97209<sup>1</sup>

### **Department Description**

*Vision: Thriving communities that nurture the health and resilience of all*

*Mission: We work with communities to advance health equity, protect the most vulnerable, and promote health and wellness for everyone*

The Financial and Business Management Division manages the accounting, budgeting, contracting, financial management, and procurement functions specific to the [Health Department](#). It also manages the department's facilities and operations.

The division is responsible for:

- Accounts receivable, billing, and collection services
- Departmental financial reporting
- Department and division financial and operational data analytics & reporting
- All contracts, intergovernmental agreements, and professional service agreements
- Accounts payable
- Purchasing
- Travel and training services
- Department-wide facilities and operations

The division is committed to creating safety, trust and belonging. More information in this initiative can be found here:

<https://multco.us/safety-trust-and-belonging-workforce-equity-initiative>. Our program, policy, budget and staffing decisions will be rooted in equity and aligned with the

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<sup>1</sup> Due to COVID-19 safety concerns, the intern will likely work remotely.

department's values of leading with race, dismantling white supremacy and ending racial injustice.

### ***Job Description***

The Financial and Business Management Division is seeking a value-driven team player to fill the position of Data Analytic & Project Management Intern. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in data analysis, project management, data quality investigations, and more. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of on-going assignments to help develop their knowledge and skills. Some of the various projects and responsibilities may include:

- Collecting user requirements for enterprise-wide Financial Data Mart products
- The operationalization of the Financial Data Mart for health department stakeholders
- Supporting data governance initiatives
- Organizing and maintain files tied to data governance
- Collecting user requirements for facility software
- Developing recommendations on possible software solutions for facility, including the creation of a white paper
- Populating a data dictionary
- Participating in intern cohort meetings, trainings and job shadowing opportunities

An intern in this position will have exposure to IT, facilities management, project management, data analysis, data governance, operational effectiveness in a large bureaucracy, and demonstrations of how to lead with race in the public sector.

### ***Knowledge/Skills/Abilities***

This position will offer the successful candidate an opportunity to learn, practice and improve the following knowledge, skills and abilities.

#### **Knowledge**

- Desktop software such as Microsoft Word, Excel, and PowerPoint
- Familiarity with Google Suite including Google Docs & Sheets
- Records management principles and practices
- Basics of Project Management
- Familiarity with Smartsheets
- Familiarity with a software to manage facility data

- Familiarity with collecting user requirements for various projects and/or interview skills
- Exposure to financial business rules and/or data governance (optional)
- Willingness to learn about IT processes and best practices
- Willingness to use basic and applied research practices

### **Skills & Abilities**

- Participate in a workforce committed to leading with race
- Communicate effectively, orally and in writing, and work cooperatively with a variety of County staff
- Plan, develop, review and complete projects in a timely manner
- Interpret and apply administrative and departmental policies and procedures
- Customer Service practices including communicating in a positive manner, using plain language, and being person-centered and culturally responsive
- Perform entry-level analytical work
- Perform mixed research to include explanatory, exploratory, and qualitative for cross-functional projects
- Perform technical writing skills
- Prepare clear and concise presentations and reports with data-driven recommendations

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

### **Application Instructions:**

Please fill out and submit an application for this position through the form also located at [this website](#). The deadline for the application is **April 4th, 2021**.