



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

To enrich lives through a continuum of education and wellness services.

JOB ANNOUNCEMENT

POLICY RESEARCH ANALYST

*** THIS IS A TEMPORARY ASSIGNMENT OPEN TO CURRENT, REGULAR NHA EMPLOYEES ONLY. ***

DATE POSTED: October 9, 2018

APPLICATION DEADLINE: October 16, 2018

Status/ Hours: FT / Exempt

Union Status: Non- Union

Hours of Work: Hours/ schedule may vary

No. of Positions: 2

Location: 5660 Copley Dr., SD, CA 92111

Dept. / Program: Executive Management

Stipend: Candidate(s) will receive a 10% stipend (added to their regular salary).

Basic Job Assignment:

Under general direction, the Research Analyst (RA) will provide research on Inclusive Economics involving a variety of topics surrounding challenges facing the middle class and barriers to upward mobility. The RA will undertake research and policy analysis on a range of economic and social policy issues, including current and emerging economic issues facing the United States, California, and the City of San Diego. Based on this research, the RA will provide innovative, practical policy recommendations. The RA's work covers a broad array of economic issues, including the labor market, regulation, health policy, and fiscal and monetary policy. The RA position is designed to provide key NHA policy recommendations to the President/CEO by conducting rigorous and relevant research and then disseminating and communicating their findings to the President/CEO as well as the Executive Leadership Team. Duties for this position include data analysis, verification of statistical and other material in manuscripts, statistical calculations, literature searches, drafting written materials, longitudinal studies, and related duties as assigned. This special assignment is for a term of nine (9) months.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of broad economic, education and labor market trends, including strategies around inclusive economics; sources of data and familiarity with literature in one or more of these areas (economic, education and labor market); Head Start Regulations; Social Service Programs operated by NHA; Non-Profit organization structure, management and operation; experience in handling large data sets and models; principles and practices of sound business communication; basic data processing principles and the use of word processing and computer equipment and software; and authoring written reports, executive communications and policy reports and position statements. The ideal candidate will also have the ability to conduct independent research and analysis; organize, set priorities and exercise sound independent judgment within areas of responsibility; interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies; organize, research and maintain complex and extensive office files; compose correspondence from brief instructions; communicate clearly and effectively orally and in writing; correct English usage, spelling, grammar and punctuation; prepare clear, accurate and concise records and reports; maintain sensitive and confidential information; use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers; establish and maintain highly effective working relationships with officials, staff, the public and others encountered in the course of work; and perform public speaking and meeting facilitation. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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Qualifications:

- Graduation from a college or university with a Bachelor's degree in Economics, Mathematics/Statistics, Public Policy, or other Social Sciences; **AND**
- Completion of a Master's Degree (or working towards a Master's Degree) is required;
- Two (2) – three (3) years of equivalent training and experience required;
- Competence to undertake research assignments with little supervision required.

Example of Major Functions:

Research Assistance

- Under the direction of the President/CEO, and in collaboration with Executive Leadership Team, drafts material summarizing research results on specific topics as assigned, for incorporation into working papers and project publications;
- Provides analytical reviews and summaries of existing literature pertinent to the projects;
- Locates and collects relevant documents and data from sources such as electronic databases, libraries, and government publications;
- Compiles, reads, abstracts, and organizes written material into bibliographic form and summaries.
- Maintains electronic bibliography files; and
- Assist with special projects and perform other duties as assigned.

Quantitative Analysis, Programming, and Statistical Assistance

- Works jointly with Executive Leadership Team, prepares, and revises simulation macros, database files, and regression estimates;
- Analyze data, using statistical packages and spreadsheets;
- Prepares tables and graphs output from model simulations; and
- Updates and checks existing databanks; assembles, consolidates, and checks data from new sources.

Project Support, Communications, and Outreach

- Assist in updating web pages in support of the RA's area of interest;
- Write and edit summaries to be posted on pages relating to RA's work;
- Gather related bibliographic, link and current event information in support of pages to be created for a scholar's topic area;
- Work with Communities Affairs group to prepare, lay out, and post RA's work for publication on the web site; and
- Assist President/CEO with event preparation and logistics as needed.



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: Delonda Peppers at delonda@neighborhoodhouse.org, or Dwight Smith at dwrightsmith@neighborhoodhouse.org.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

ABOUT NHA

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

BENEFITS:

Eligible employees receive the following benefits: Vacation;

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| • Sick leave; | • 401K Retirement Plan; | • Life & Disability insurance; |
| • 13 paid holidays; | • Medical; | • Supplemental Life & |
| • Two (2) personal days; | • Dental; | Voluntary Products; |
| • Four (4) days annual | • Flexible Spending | • Social Security; |
| bereavement leave; | Account (FSA); | |

**Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

INTRODUCTORY PERIOD:

All regular appointees serve 6 months' introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department