



A Committee of the  
Council of the Inspectors General  
on Integrity and Efficiency

441 G STREET, NW, SUITE 1517, WASHINGTON, DC 20548

## **Seeking Data Analyst**

On March 27, 2020, the Coronavirus Aid, Relief, and Economy Security (CARES) Act established the Pandemic Response Accountability Committee (PRAC) to conduct and coordinate independent oversight of the funds provided in the CARES Act and related legislation to address the federal government's pandemic response and recovery efforts. With the enactment of the American Rescue Plan Act of 2021 (ARP) on March 12, 2021, the federal pandemic relief totals over \$5 trillion.

The PRAC is seeking a highly qualified individual to serve as Data Analyst to oversee the PRAC's public data sources on its website ([www.PandemicOversight.gov](http://www.PandemicOversight.gov)) and drive useful insights.

More information regarding this position is provided in the attached announcement.

For immediate consideration, please email, in a single PDF file, a cover letter summarizing your qualifications and a resume to [prac\\_jobs@cigie.gov](mailto:prac_jobs@cigie.gov), with the subject line: Data Analyst

**Data Analyst**  
**Pandemic Response Accountability Committee**  
**April 8, 2021**

The Pandemic Response Accountability Committee (PRAC) is seeking a highly qualified individual who can serve full time as Data Analyst. This announcement closes on April 30, 2021.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act created the PRAC, composed of federal Offices of Inspector General to "promote transparency and conduct and support oversight of covered funds and the Coronavirus response to (1) prevent and detect fraud, waste, abuse, and mismanagement; and (2) mitigate major risks that cut across program and agency boundaries." The PRAC is currently overseeing over \$5 trillion in federal spending. Rather than a stand-alone organization, the PRAC is a Committee of the Council of the Inspectors General on Integrity and Efficiency (CIGIE), an independent entity established within the executive branch by the Inspector General Act of 1978, as amended, that includes the 75 statutorily created federal Inspectors General with a mission to address integrity, economy, and effectiveness issues that transcend individual government agencies.

The CARES Act created the PRAC and requires the PRAC to coordinate and support Inspectors General on matters related to oversight of covered funds and the Coronavirus response, review whether the reporting of contracts and grants using covered funds meets applicable standards and specifies the purpose of the contract or grant and measures of performance; and review the economy, efficiency, and effectiveness in the administration of, and the detection of fraud, waste, abuse, and mismanagement in, Coronavirus response programs and operations.

The PRAC encourages creative and practical problem-solving and insightful thought leadership, fosters collaborative professional relationships, and focuses on our core lines of business (Transparency, Oversight & Accountability, and Outreach & Engagement). To recruit and retain the best candidates, provide a positive work environment, and mitigate the risk of current and future pandemic-related workplace disruptions, the PRAC is organized and managed as a distributed workforce in a virtual workplace with a small physical footprint in Washington, DC.

The Data Analyst is responsible for:

- Managing datasets and visualizations for PRAC's transparency portfolio, including managing documentation.
- Analyzing datasets to extract findings, which will be published in brief website articles to make data more usable by stakeholders.
- Converting static data to interactive products on the website.
- Optimizing content for maximum impact.

The Data Analyst reports directly to the Associate Director for Transparency.

## **Duties**

The Data Analyst will support the PRAC's data management and provide expert advice on acquiring and using data to drive actionable insights.

More specifically, the Data Analyst:

- Uses multiple platforms to analyze transparency data and drive insights.
- Builds different data views and connections to facilitate greater analytic capabilities for public website users.
- Provides recommendations for additional datasets that would be useful to add to the website.
- Manages and ensures quality of all datasets and visualizations on the website.
- Collaborates with Chief Data Officer and Chief Information Officer to support a coordinated data and IT strategy across the PRAC.
- Works with PRAC Data Scientists and Data Fellows to conduct advanced analysis and create advanced visualizations.
- Presents data insights, analysis, and visualizations to senior PRAC and Administration leadership.
- Serves as expert on transparency data and answers questions from external stakeholders.
- Oversees work by contractor on data analysis and visualization to ensure they meet PRAC requirements for content, documentation, security, and accessibility.
- Manages documentation of different datasets and sourcing processes.
- Encourages a culture that promotes data-driven decisions backed by tools, products, and services, including audits and investigations.

## Qualification Requirements

The Data Analyst must have:

- Knowledge of data analysis and statistical methodologies.
- Experience conducting data analysis using multiple tools, with ability to learn new tools/technologies quickly. (experience using Microsoft Excel, Power BI, and Postgress/SQL preferred)
- Proficiency in advanced data analysis using Excel, specifically building pivot tables and conducting regression analysis. (experience with optimization is a plus)
- Knowledge of government budgeting and experience working with federal budget and program data.
- Expertise in crafting compelling data analysis products and visualizations for non-technical audiences using plain language.
- Experience communicating complex concepts (preferably government programs) effectively in plain language.
- A record of exercising sound judgment and possess the ability to apply policy in often novel or precedent setting situations.
- A Bachelor's degree in public policy, data analytics, business, or related field. Master's degree is preferred.

## How to Apply

For immediate consideration, please email, in a single PDF file, a cover letter summarizing your qualifications and a resume to [prac\\_jobs@cigie.gov](mailto:prac_jobs@cigie.gov), with the subject line: Data Analyst