Data Technician

Closes: The position is open until 9:00am PDT Monday, January 8, 2024.
Status: Regular Full-time, 40 hours per week; Non-exempt FLSA status.
Salary: The starting salary range is $63,000 – $68,000 annually, DOE, with full benefits. The full salary pay band range for the position is $60,000 – $90,000, which reflects the full range of experience for multiple positions in the pay band.
Location: Puget Sound Regional Council; Downtown – Seattle, Washington; The position may be eligible for hybrid or remote work (within Washington state).

About PSRC

The Puget Sound Regional Council is the regional transportation, growth management, and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation’s fastest growing metropolitan areas. PSRC brings together the region’s diverse counties, cities and towns, native tribes, ports, the state of Washington, and civic interests to understand the challenges facing our region’s future and make plans for the region to continue to succeed. The agency serves as the region’s Metropolitan Planning Organization and also plays the leading regional role in growth management, transportation, and economic development under state and federal laws. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

The strength of our region is rooted in our diversity. Barriers to opportunity and achievement for people of color and other marginalized groups only undermines the talent and resources available to our region, limiting our ceiling for excellence. Regions that remove barriers and reduce disparities maximize the ability of every resident and jurisdiction, creating stronger economies, more engaged communities, and improved outcomes for all residents. At PSRC, we’re striving to create a region where all people have the means to attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; where differences in life outcomes cannot be predicted by race, class, or any other identity. In order for us to accomplish this, our workforce has to reflect the communities we serve. We’re committed to creating an agency where all of our employees can thrive. We encourage people of all backgrounds and identities to apply.
The Position

PSRC is seeking a Data Technician to perform a variety of data processing activities under general supervision. The position will provide general assistance and support of the Transportation Improvement Program (TIP), a compilation of current transportation projects within King, Kitsap, Pierce, and Snohomish Counties that is administered through a database and online forms. This position will also assist with other databases and data-related tasks for the Transportation Planning Division and will be responsible for a range of quantitative and qualitative work in support of transportation planning and transportation project funding. Work will include, but is not limited to, the following tasks:

• Collect, organize, analyze, and process data submissions from external agency staff for inclusion in the TIP database.
• Assist external agency stakeholders with data submissions.
• Assist with quality control and ensure that the data in the TIP meet all state and federal requirements.
• Provide quantitative analysis of data in PSRC databases.
• Prepare TIP and other data for inclusion in an online web map and other visualization formats.
• Respond to periodic data requests using the TIP and other databases.
• Communicate PSRC’s TIP policies and funding requirements to external agency staff.
• Facilitate team review meetings.

The Data Technician will analyze, summarize, and validate data and prepare final reports and maps for presentation and publication. The position will also assist in providing staff support to advisory committees and perform other related duties as assigned.

The Candidate:

At a minimum, a candidate must possess:
• Excellent organizational skills and attention to detail.
• The ability to work on several projects or issues simultaneously.
• Proficiency and experience using basic computer software such as internet browsers and Microsoft Office products (Word, Excel, PowerPoint, and Outlook).
• An interest and aptitude to expand technical skills, particularly database querying with SQL.
• Strong oral and writing communication skills, and the ability to work well with professionals, staff, and the public.
• Initiative and ability to work independently, as well as collaboratively with a team.
• A willingness to learn, be receptive to feedback, and embrace continuous improvement.

The ideal candidate will also possess:
• Technical proficiency and demonstrated experience using database management systems, particularly the creation of queries of complex table relationships.
• Experience or interest in basic scripting, particularly SQL, JavaScript, Visual Basic, Python, or R.
• General GIS skills including data entry and map production.
• An interest in how data is applied to support public policy analysis.
• An interest in transportation planning.
• An interest in local and regional government.

Experience and Education:
• Bachelor’s degree in related field or Associate degree with at least one year of college coursework or experience in data-related activities.
• Experience in data management and processing.
• Or, any combination of lived and educational experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. Applicants will receive credit for all qualifying experience, volunteer or paid.
To Apply:
To be considered, applicants must submit a cover letter and resume as part of the application process and apply at https://www.governmentjobs.com/careers/psrc.

Other Information Related to Position:
• PSRC is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, veteran, or protected veteran status, genetic information and other legally protected characteristics. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact Human Resources at hrdept@psrc.org.
• This recruitment may be used to fill future openings for up to six (6) months.
• PSRC office hours are Monday – Friday from 8:00am – 5:00pm with work hours determined upon hired.

About the Puget Sound Region
Spectacular natural surroundings, world-class education systems, thriving urban centers, vibrant neighborhoods and a lively arts and culture scene are just some of what makes the Puget Sound region an exceptional place to live and work. Ringed by snow-capped mountain peaks and crisscrossed by waterways, the Puget Sound region is a commercial center and a major hub for Trans-Pacific and European trade. Some of the world’s most successful and innovative companies are based here, including Microsoft, Starbucks, Amazon, Boeing, Costco, Paccar, Weyerhaeuser, Nordstrom, and many more. Outdoor activities are especially plentiful given the region’s natural beauty and mild climate. Hiking in the Olympic or Cascade mountains, kayaking on Lake Union, or cycling on one of the many rails-to-trails paths are just a few of the options available. Washington is viewed as a progressive and innovative state where people are outgoing and friendly.