



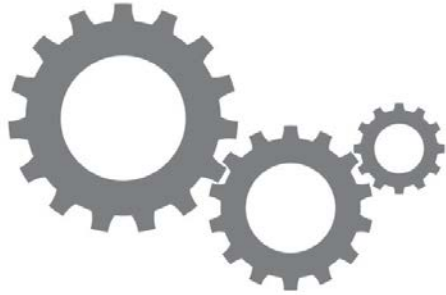
Data Fellows Program

April 2023



**Our Goal is to
support data-based decision
making at Harris County**

This Program provides resources that tackle key data challenges



Operational guidance

Help departments build data tools and reporting to manage day-to-day operations



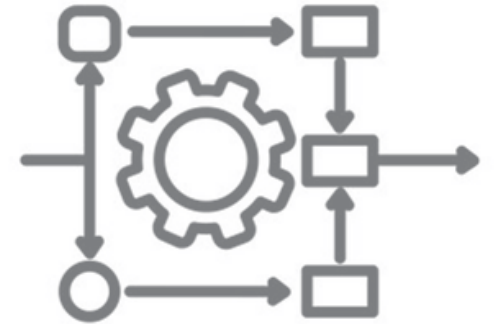
Performance tracking

Support Performance reporting for budget process and department meetings



County-wide support

Building integrations for reporting on Countywide measures



Automation

Creating workflows to connect different data sources for better reporting, or operational functioning

A number of agencies have demonstrated interest

/EXAMPLES



Operational guidance

Pretrial Services Data Fellow for expense forecasting:

Pretrial Services is requesting a data fellow to help understand the monitoring caseloads and predict and project their associated device costs for the upcoming months. This would require a bottom up historical analysis of the existing monitoring trends, a mapping of the variables that contribute to these and model to demonstrate the fiscal impact in the upcoming year(s)



Performance tracking

Pretrial Services Data Fellow for Performance tracking:

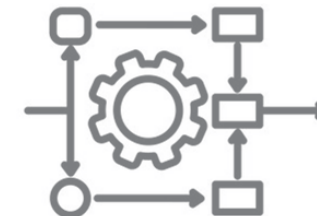
Pretrial Services would appreciate a resource to help clean the data in their new case management system, CSS. One of the areas precluding the agency from providing a clean report on current metrics is the excessive backlog of closed cases. They would need a person to support data clean-up and set policy for closing of cases.



County-wide support

Purchasing Data Fellow for Bid Pricing and Contract Renegotiation

- Creating a bid price range using tools like GovSpend to determine the potential cost of a project. This would help better understand the cost outlay associated with an RFP and appropriate necessary funding as well as provide a guide for costs when negotiating
- Review existing contracts against prevailing market contract costs to identify those ripe for renegotiation



Automation

Community Service Department

Creating reimbursement tracking for multi-family programs for the various stakeholders (CSD, DEEO, contractors) to ensure a clear understanding of where specific projects are in their lifecycle of operations and that remunerations are made on time. The project would be to automate this end to end view using tools such as Monday.com for the front end view and custom code to connect to department project management software on the back end

Project Scope and Impact

Costs

Labor: \$530,000

4 Data Fellows = \$400,000

\$65,000 (base) + ~\$35,000 (benefits) *

1 Program Manager = \$130,000

\$90,000 (base) + ~\$40,000 (benefits) *

Non-Labor: \$38,000

Set up cost per person = \$6,000*5 = \$30,000

Training resources = \$2,000*4 = \$8,000

Total: \$568,000

Success Metrics

1. Number of projects achieving success metrics
2. Number of Data Fellows in a full time role with the County after the completion of the program
3. Cost savings from projects
4. Revenue accretion from projects



**Salaries benchmarks from internal hiring and Baltimore Data fellows program*

Background and position description for Data Fellows

Broadly, we're looking for

- Passionate about data-driven performance in County government and dedicated to serving fellow citizens of Harris County
- Majors in Mathematics, Economics, Computer Science, Information Management, Data Management or Statistics.
- Preferably 1-2 years of work experience
- Ability to derive insights from data and communicate effectively to non-technical audiences

Data models, database design development, data mining and segmentation techniques

Reporting packages (Business Objects etc.), databases (SQL etc.), programming (Python, XML, Javascript, or ETL frameworks)

Statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS, R etc.)

Visualization acuity with tools such as Tableau, PowerBI, Sisense along with some experience using PowerPoint



Department allocation will be on a first come first serve basis

Introduction

Office of Performance and Data will send an email covering the details of the program, the process to request fellows and the expectations from departments

Request process

The request for a resource will be made using a survey covering:

1. Details on the specific project(s) the fellow will be working on
2. What success would look like on completion

Survey is here: <https://forms.gle/g1uxmhpNmW37eQc6A>

Review and Assignment

The fellows will be assigned on a **first come first serve basis** with the qualification *that there needs to be a clear description of the work they will be doing and what success looks like*



Training and support will be ongoing

Training Plan for Data Fellows*

Day	Description	Hours
Day 1	Initial set up - badges, laptops	5
Day 1	Introduction to Harris County (goals, priority outcomes, departments)	3
Day 2	Performance and Budgeting at Harris County	4
Day 2	PB Advantage Training	4
Day 3	HR session	3
Day 3	Excel Data Organization	5
Day 4	Excel Modeling	8
Day 5	Excel for Analysis	8
Day 6	PowerBI – Introduction	8
Day 7	PowerBI – Data Cleaning and Transformation	8
Day 7	OR Introduction to department and review of project	1.5
Day 8	PowerBI – Data Visualization and techniques	8
Day 8	OR Introduction to department and review of project	1.5
Day 9	SQL Overview and Introduction	8
Day 9	OR Introduction to department and review of project	1.5
Day 10	First embedded day with departments	8

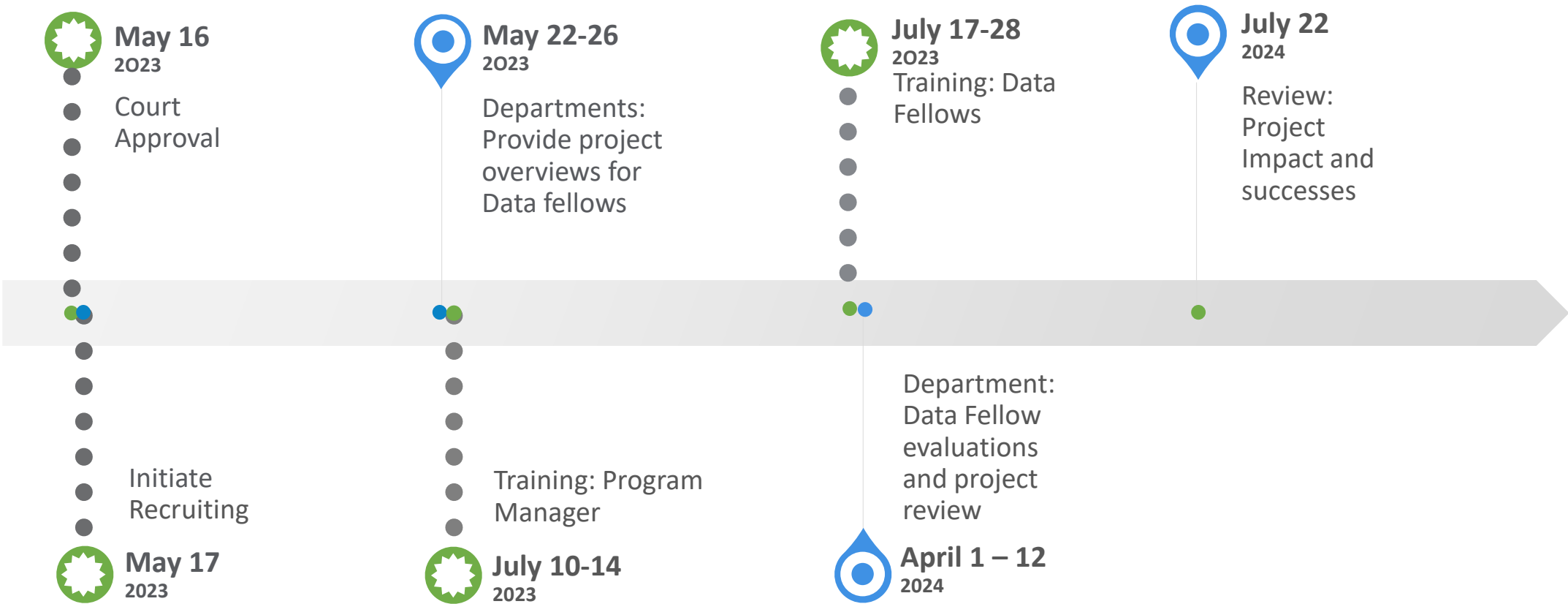
Fellowship Support Model

- **1-1 check in and support:** Program managers will be 100% accessible for check ins and ongoing questions both data fellows and department leads to understand progress on projects and to answer any technical questions
- **Cohort Communications:** create a teams group, and build programming and resources to answer ongoing questions about projects to the cohort, through in-house support as well as using appropriate resources from Universal Services/Auditor's office
- **Team Building:** Monthly lunches with the group to be able to build a sense of camaraderie and connection
- **Course trainings support:** Provide access to online content to continue to build skills



* This is an example and is subject to change based on the skillset of the individuals hired

Timeline for the process



Questions?



POSITION MANAGEMENT REQUEST FORM

Business Unit Name: _____ Business Unit Number: _____

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update		May require Commissioners Court approval
Position Reclassification		May require Commissioners Court approval
New Position Request		Requires Commissioners Court approval
Is additional office space required?	Yes No	

SECTION II – REASON FOR REQUEST

Program

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date		Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: To:	

SECTION IV – POSITION DATA

Current <i>Use "Pos_List_File" (PCN Download) to complete all fields</i>		Proposed <i>Complete all fields for a new position or change appropriate field(s) for existing position.</i>	
		Number of Positions	
Position Description (Title)		Position Description (Title-30 Spaces Max)	
Job Code Description		Job Code Description	
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	
Business Unit		Business Unit	
Home Department ID Number		Home Department ID Number	
Location		Location	
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	
Budgeted Hours		Budgeted Hours	
Salary Range Maximum		Salary Range Maximum	
FLSA Code		FLSA Code	
Reports To Position Number		Reports To Position Number	
Fund Code		Fund Code	
Funding Department ID Number		Funding Department ID Number	
Account (<i>Same for all Business Units</i>)	510010	Account (<i>Same for all Business Units</i>)	510010
Business Unit PC (<i>Projects or Grants only</i>)		Business Unit PC (<i>Projects or Grants only</i>)	
Project/Grant (<i>Projects or Grants only</i>)		Project/Grant (<i>Projects or Grants only</i>)	
Activity ID (<i>Projects or Grants only</i>)		Activity ID (<i>Projects or Grants only</i>)	
Resource Type (<i>Not currently used</i>)		Resource Type (<i>Not currently used</i>)	

Business Unit Approval (Business Unit Head or Designee)

Date

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