Data Management Analyst

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. The mission of the MEA is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner.

We are seeking a skilled **Data Management Analyst** to lead our data strategy, enhance data quality, and deliver actionable insights to inform program and policy decisions. This role is critical in shaping how the agency collects, manages, and leverages data. The successful candidate will combine technical expertise with strong analytical skills to transform complex datasets into clear, meaningful reports for internal and external stakeholders.

This position reports to MEA's Chief Performance Officer and works closely with staff across divisions.

Position Responsibilities include but are not limited to:

Data Management

- Develop and implement MEA's data strategy to ensure alignment with agency goals.
- Establish and enforce data management standards, policies, and best practices.
- Oversee data governance, security, and compliance with state of Maryland requirements.
- Manage and monitor data integrity across MEA systems, primarily Salesforce.
- Implement data quality controls, including validation, deduplication, and error resolution.
- Support integration of Salesforce data with other state and external systems as needed.

Analysis & Reporting

- Play a key role in producing MEA's mandatory reports
- Conduct in-depth analysis of program and operational data to evaluate outcomes and identify trends.
- Design, build, and maintain dashboards and reports in Salesforce and business intelligence tools.
- Translate complex data into clear, accessible insights for leadership, policymakers, and the public.
- Provide data support for ad-hoc reporting and data requests.

Collaboration

- Partner with program staff to understand data needs and design solutions.
- Train and support staff on data entry, reporting, and analytical tools.
- Act as a liaison between programmatic teams, IT, marketing, policy and finance.
- Collaborate with Process Improvement staff to identify opportunities for better data capture and reporting.
- Manage support contractors and vendors as needed.

Other Tasks assigned to support state and agency priorities.

Minimum Qualifications:
- 3-5 years of professional experience in data management and analysis
- Strong problem-solving skills and attention to detail
- Excellent communication skills, with the ability to explain technical information to non-technical audiences
- Experience with Salesforce or similar database (reporting, dashboards, and data management)

Preferred Qualifications:
- Bachelor's degree from an accredited college or university in related field
- Demonstrated experience in data governance, quality control, and reporting
- Experience working with government or nonprofit programs
- Familiarity with energy, climate, or environmental data
- Advanced skills in Excel and data visualization/BI tools (e.g.), Tableau, Power BI, Salesforce Analytics

Position Location:

A hybrid remote telework and in-office schedule is available per the policies of the Maryland Energy Administration and State of Maryland, which may change from time to time. Currently, this position requires the candidate to be present in the office several days per week. In addition, the individual must be available in person at other times as needed to perform certain job functions.

This position follows a hybrid work schedule, with mandatory in-office attendance at the Maryland Energy Administration (MEA) office in Baltimore, MD, every Tuesday and Wednesday.

To Apply:

Send a cover letter, resume, data analysis writing sample, and salary requirements by email with "DATA MANAGEMENT ANALYST" in the subject line to Jobs.MEA@maryland.gov. Candidates will receive notification of receipt; however, only the top candidates will be invited to interview for the position.

U.S work authorization is required. MEA does not provide sponsorship opportunities.

Salary:

This is a State PIN employee position. PIN employees are eligible for state employment benefits including health benefits and leave. Additional information about these benefits is available upon request. Salary commensurate with experience and is in the range of $90,597-$97,931 annually.