



ANALYST Job Announcement

Applications will remain open for submission on a continuous basis until needs are met. To apply, please submit your cover letter and resume to jobs@rsgsolutions.com with the job title as the subject line.

JOB SUMMARY

RSG, an Equal Opportunity Employer, is in search of a dynamic and proficient individual who is interested in community development, public engagement, and complex local government issues to join our consulting business as an Analyst. Our firm specializes in providing housing, economic development, real estate and fiscal health services to over 90 cities, counties, other public agencies, and developers throughout the state. The role involves conducting data collection, analysis, writing, public engagement, and customer service within our four product lines. With a focus on providing services to various public agencies and developers across the state, RSG values candidates who align with our core values, demonstrate quick learning abilities, and are driven by professional growth and client-focused outcomes.

QUALIFICATIONS

- Minimum of 2 years of full time experience in a related field; plus a BA/BS Degree
- Proficiency in research and analysis
- Proficiency in Excel and data analysis
- Strong written and verbal communication skills
- Customer service excellence
- Ability to produce concise and direct work for decision-makers
- Detail-oriented with exceptional organization and time management skills

DESIRED SKILLS

- Effective problem-solving skills and self-motivation
- Articulate written and verbal communication
- Excellent time management and multitasking abilities
- Creativity, innovation, and intellectual curiosity
- Collaboration in a dynamic, fast-paced team environment

PRIMARY RESPONSIBILITIES

Key Tasks

- Intermediate to advanced research and data collection
- Intermediate to advanced data analysis
- Written correspondence and report generation
- Intermediate to advanced Excel spreadsheet preparation and formatting/charts
- Accuracy, proofreading, and attention to detail

Consulting

- Model commitment to sound research and analysis
- Promote corporate well-being, ethical behavior, and professionalism
- Collaborate with team members to maximize efficiency

OTHER REQUIREMENTS

- Experience in data analysis, data visualizations, and writing
- Willingness to learn new concepts, research methods, and software
- Proficient in Microsoft Office 365 for Business
- Familiarity with macOS preferred
- High-speed internet access during the work-from-home period
- Valid California Driver's license, car, and car insurance
- Preferred: Spanish language proficiency (written and verbal)

JOB DETAILS

- Type: Full time, hybrid position (40 hours/week)
- Benefits: Health insurance, paid time off, flexible work schedule
- Salary: \$59,400 - \$80,400 (commensurate with experience)

ABOUT RSG

RSG is a creatively charged consultant to California public agencies. We collaborate with the people responsible for creating vibrant places and propel them toward their goals. The inspired leaders at RSG create stronger communities capable of achieving bolder futures by bringing their more than four decades of native knowledge to each engagement.

As diverse as the agencies we work with, our services span real estate, economic development, fiscal health, and housing initiatives. RSG sets the pace by raising the physical, economic, and social capital of local communities.

At RSG we:

- Craft sincere relationships
- Only see opportunities
- Are driven by determination
- Value the wisdom of our clients
- Make investments in ourselves

RSG's corporate address is in Vista, California. We have four hubs in California (Vista, Los Angeles, Oakland, and Corona) where we will be collaborating periodically as a team. We will consider candidates within commutable distance from any of our hubs. Our hybrid work environment typically involves 3-4 days a week working from home, 1 day a week working at the nearest hub location, and 0-1 day a week working in the field at client locations in California. Equipment and stipends to support work-from-home capabilities will be provided by the company upon employment.