INDEPENDENT CONTRACTOR FOR MINNEAPOLIS REDISTRICTING PROJECT

—RESEARCH ANALYST—

The Minneapolis Charter Commission/Redistricting Group seeks a qualified contractor to provide professional support services for the Minneapolis 2011-12 redistricting initiative, including but not limited to mapping, data and statistical analysis, research, and report preparation.

This is a time-limited, independent contractor position of approximately ten months duration. The selected contractor must be a self-motivated, independent thinker with a strong work ethic; have the ability to manage and perform effectively against tight deadlines; and must be non-partisan and able to maintain political neutrality throughout the redistricting process.

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DUTIES

Subject to the needs of the Chair of the Charter Commission/Redistricting Group, general responsibilities involve:

1. Maintaining effective communication with the Charter/Redistricting Commission Chair to receive and respond to directions or assignments and report on progress, acting as a liaison between Commissioners and between the Commission and City staff/departments and other interested stakeholders, and being available and responsive to the Chair and the Operations Committee.
2. Building and maintaining accurate GIS and Excel/Access datasets, developing and applying metadata and indexing files regularly, conducting standardized and ad hoc data queries and reports, and ensuring appropriate system backups for effective data management.
3. Conducting qualitative and quantitative research, interpreting relevant information from various sources, and performing complex data/spatial analyses to create a range of redistricting plans and alternative scenarios that include high-quality cartographic products using GIS applications (Maptitude), and providing technical assistance to the Charter Commission/Redistricting Group.
4. Attending meetings, hearings, and other official venues of the Charter Commission/Redistricting Group to provide professional staff support, present reports and research findings.
5. Preparing multiple drafts and the final redistricting maps as requested by the Charter Commission/Redistricting Group, remaining available to assist with any possible legal challenges after redistricting is complete, and returning all equipment and materials or other resources in good condition or working order at the expiration of the redistricting initiative.
6. Performing other relevant duties as assigned.

DESIRED KNOWLEDGE, SKILLS & ABILITIES

The candidate should possess the following minimum qualifications:

- Relevant experience in redistricting is desired. A bachelor's degree in GIS, Geography, Cartography, Computer Science or a closely related area is desired but not required, with a minimum of two years prior professional GIS/mapping experience desired.
- Ability to explain complex and technical concepts clearly and concisely to a variety of audiences.
- Technical Skills & Abilities:
    - Solid working experience with GIS applications, particularly importing data sets and creating thematic maps, geocoding and coordinate systems;
    - Experience with standard database applications (Access preferred), including database design and functionality, and with reporting software applications; and
    - Basic computer support skills, including setting-up PCs, installing software, and troubleshooting operational issues.

- The ability to work and perform assigned tasks independently.
- Strong analytical skills and the ability to communicate effectively, both orally and in writing, with multiple audiences and as part of a team.

Preferred qualifications (in addition to above):

- Previous redistricting experience at state or local levels as well as prior experience using the Maptitude software is highly desirable.
- Exceptional interpersonal skills, including the ability to work easily and effectively with individuals and groups from various political, socioeconomic, racial/ethnic, and other backgrounds in a professional, neutral, and respectful manner.

COMPENSATION RANGE

Dependent on qualifications.

APPLICATION PROCESS

Contractors interested in being considered should submit a letter and resume to the attention of the Redistricting Operations Committee to the City Clerk's Office, 304 City Hall, 350 S 5th St, Minneapolis, MN, 55415.

SUBMISSION TIMELINE

The deadline for applications is September 30, 2011.

TENNESSEN WARNING – YOUR RIGHTS AS A SUBJECT OF DATA

In accordance with the Minneapolis Government Data Practices Act, the City of Minneapolis must inform you of your rights as a subject of data.

The data you give us about yourself is needed to identify you and assist in determining your suitability for this position.

You are not legally required to supply any of the data we ask for. However, if you do not provide the data, the City of Minneapolis cannot consider you for this position. If you do provide the data, your application will be considered.

The data we collect about you is classified by Minnesota State Law as either PUBLIC or PRIVATE. "Public" means that it is available to anyone who asks to see it. "Private" means that the data is only available to the person the information is about and to staff who must see it in the normal course of conducting City of Minneapolis business, and as otherwise provided for by law. Data collected by the City of Minneapolis as part of your application that is classified "Private" may be shared with City of Minneapolis personnel and Minneapolis Charter Commissioners who determine your suitability for this position. It may also be shared with other organizations at your request, in legal defense of the City, through court order, or as otherwise allowed or required by law.

The following data that the City of Minneapolis collects on you as an applicant is "Public."

1. Veteran's Status
2. Job History
3. Education and Training
4. Work Availability
5. Relevant Test Scores, if applicable
6. Rank on Eligible List, if applicable

Your NAME is considered PRIVATE UNTIL you are certified as eligible for appointment to the position or considered to be a finalist for the position.

If you are chosen for the position, you must enter into a written contract with the City of Minneapolis. Generally, the terms of that contract will be public.

United States Census 2010

2010 CENSUS DATA PRODUCTS: UNITED STATES

At a Glance

(Version 1.6)

Revised 9/6/2011

Planned Release Date[1]	Data Products	Lowest Level Geography
States: *Released February 3, 2011—March 24, 2011*	**2010 Census Redistricting Data (P.L. 94-171) Summary File:** • State population counts for race and Hispanic or Latino categories • State housing unit counts by occupancy status (occupied units, vacant units) *Media: Internet tables, DVD, download capability*	Blocks
National: *April 14, 2011*	**National Summary File of Redistricting Data:** • Population and housing unit counts for the United States, regions, divisions, and American Indian, Alaska Native, and Native Hawaiian Areas *Media: Internet tables, download capability*	American Indian, Alaska Native, and Native Hawaiian areas
States: *Released May 5-26, 2011* *National:* *Released May 26, 2011*	**Demographic Profile:** • Selected population and housing characteristics • Includes Congressional Districts of the 111th Congress	Places/Functioning Minor Civil Divisions[2]
Geographic Update: *Released August 25, 2011*	**Geographic Update (to States and National):** • Retabulation of Demographic Profile data for expanded geography, such as all county subdivisions, school districts, ZIP Code Tabulation Areas, Tribal Subdivisions, and more..... *Media: Internet quick tables, download capability*	Census Tracts
States: *Released June 16, 2011 – August 25, 2011*	**Summary File 1 (SF 1):** • Population counts for 63 race categories and Hispanic or Latino..... • Population counts for many detailed race and Hispanic or Latino categories, and American Indian and Alaska Native tribes..... • Selected population and housing characteristics.....	Blocks Census Tracts Blocks/Census Tracts
National Update: NOV 2011	**National Update:** • Counts for the United States, regions, divisions, and geographic areas that cross state lines such as American Indian Areas and Core-Based Statistical Areas	American Indian Areas
Urban/Rural Update: OCT 2012	**Urban/Rural Update:**[3] • Addition of urban and rural population and housing unit counts ..... • Addition of characteristics for urbanized areas and urban clusters	Blocks Urban Clusters
Redefined CBSA Update: JUL 2013 – AUG 2013	**Redefined Core-Based Statistical Areas Update:** • Addition of counts and characteristics for redefined Core-Based Statistical Areas as defined by the Office of Management and Budget following the 2010 Census *Media: Internet tables, DVD (state and national only),[4] download capability*	Principal cities

Planned Release Date[1]	Data Products	Lowest Level Geography
States: DEC 2011 – APR 2012 *National Update:* MAY 2012 *Urban/Rural Update:* JAN 2013	**Summary File 2 (SF 2):** • Population and housing characteristics iterated for many detailed race and Hispanic or Latino categories, and American Indian and Alaska Native tribes **National Update:** • Counts for the United States, regions, divisions, and geographic areas that cross state lines such as American Indian Areas and Core-Based Statistical Areas **Urban/Rural Update:** • Addition of urban and rural population and housing unit counts ..... • Addition of characteristics for urbanized areas and urban clusters ..... *Media: Internet tables, DVD (state and national only),[4] download capability*	Census Tracts American Indian Areas Census Tracts Urban Clusters
MAY 2012 – DEC 2012	**Summary Population and Housing Characteristics Report Series** • Data tables on age, sex, race, Hispanic origin, households, families, housing tenure and occupancy, population density, and area measurements • Reports for each state, the District of Columbia, and Puerto Rico; and a U.S. Summary • Similar to the Census 2000 PHC-1 report series *Media: Internet (PDF) only*	Places
APR 2013 – SEP 2013	**Population and Housing Unit Counts Report Series** • Data tables providing selected historical population and housing unit counts • Includes tables on population density and area measurements • Reports for each state, the District of Columbia, and Puerto Rico; and a U.S. Summary • Similar to the Census 2000 PHC-3 report series *Media: Internet (PDF), paper (printed reports)*	Places
JAN 2013 (and every 2 years thereafter for states where redistricting occurs)	**Congressional District Summary File (113th Congress)** • Retabulation of Summary File 1 for newly redistricted Congressional Districts (113th Congress) *Media: Internet tables, DVD, download capability*	Census Tracts within Congressional Districts
JUN 2013 (and every 2 years thereafter for states where redistricting occurs)	**State Legislative District Summary File** • Retabulation of Summary File 1 for State Legislative Districts drawn following the 2010 Census *Media: Internet tables, DVD, download capability* **Legislative District Geographic Supplement** • Files containing current geographic attributes for blocks within State Legislative Districts • No characteristics – only total population and housing unit counts *Media: DVD, download capability*	Places Blocks
DEC 2012	**American Indian and Alaska Native Summary File** • Population and housing characteristics iterated for many detailed American Indian and Alaska Native tribes • Same content as Summary File 2 *Media: Internet tables, DVD, download capability*	Census Tracts
APR 2013	**Characteristics of American Indians and Alaska Natives by Tribe Report** • Population and housing characteristics for selected American Indian and Alaska Native tribes • Similar to the Census 2000 PHC-5 report, but only for 100-percent data *Media: Internet (PDF), paper (printed report)*	States

Planned Release Date[1]	Data Products	Lowest Level Geography
Released March 24, 2011 – FEB 2012	**2010 Census Briefs** • Analysis of topics including graphs and tables • Topics based on 2010 Census questions • Similar to the Census 2000 Briefs series *Media: Internet (PDF), paper (printed reports)*	Largest Places
To be determined	**2010 Census Special Reports** • Detailed analysis of topics including graphs, tables, and maps • Similar to the Census 2000 Special Report series *Media: Internet (PDF), paper (printed reports)*	Largest Places
DEC 2012 – APR 2013	**Public Use Microdata Sample (PUMS) Files** • Includes age, sex, race, Hispanic or Latino origin, household type and relationship, and tenure data with identifying information removed *Media: DVD, download capability*	PUMAs of 100,000+ population

FOOTNOTES –

[1] The dates in this column refer to the first medium of release. Actual release dates are italicized.
[2] Functioning Minor Civil Divisions (MCDs) in 20 states.
[3] Includes the production of a download file that provides users with urban/rural population and housing unit counts not available with previous SF 1 releases. The lowest level geography is blocks.
[4] One DVD containing state and national data will be produced following the release of the National Update.

GENERAL – The 2010 Census data products meet a variety of data needs for different segments of the data user community. The data products described here provide a summary of the general tabulation and publication program for the 50 states, the District of Columbia, and Puerto Rico (which is treated as a state equivalent for most data products).

Summary Files will include all or some of the following: quick tables (including demographic profiles) and geographic comparison tables. Thematic maps now are available as a function in American FactFinder. Download capability includes FTP and American FactFinder download options.