

Ben Jaques-Leslie  
3420 39th Ave South, Minneapolis, MN  
benjaminjaques@gmail.com  
919-928-3650

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Dr. Susan Snyder  
Minnesota Department of Human Services  
St. Paul, MN

Subject: Application for Data Analyst Position (Job ID: 84290)

Dear Dr. Snyder,

I am writing to express my strong interest in the Data Analyst position with the Minnesota Department of Human Services. With over seven years of experience working with Minnesota's public assistance programs and extensive expertise in data analysis and systems development, my background makes me uniquely qualified for this role.

As a Research Scientist and Agency Policy Specialist at the Minnesota Department of Human Services, my work involved developing comprehensive knowledge of Minnesota's public assistance systems, particularly the Minnesota Family Investment Program (MFIP), Minnesota's TANF program. This experience directly aligns with the key responsibilities outlined in the job description.

My extensive work with the DHS Data Warehouse spans data requests, analysis, and reports. Through this work, I've developed comprehensive knowledge of the MAXIS data model, including exploring the MAXIS mainframe to understand data elements, their structure, relationships, and processes. Direct experience using the MFIP model database used for Federal TANF reporting has made me well-versed in the technical aspects required for this position. Troubleshooting data models has been a regular part of my work, involving exploration of source systems, review of documentation, and collaboration with subject matter experts like eligibility workers, policy staff, and business analysts to ensure data accuracy and proper interpretation.

My technical skills include extracting data using SQL and R to develop data models and implement system objectives for performance measures. While my primary expertise is with R, experience reading and interpreting SAS code and successfully translating SAS processes to R implementations gives me the versatility needed for this role.

My professional experience spans the breadth of responsibilities required for this position. This includes designing complex data collection and analysis methods for projects such as the Self-Support Index methodology, creating data infrastructure for Emergency SNAP and Pandemic EBT programs, and producing performance measures for MFIP that provided valuable insights into program operations and policies. Throughout these projects, my responsibilities involved translating technical information for management, collaborating with federal agencies, ensuring compliance with reporting requirements, and generating complex ad hoc data for budget forecasts related to proposed policy changes like 6-month reporting requirements and sanction reform. The analytical work I've conducted has directly supported legislative initiatives, federal inquiries, and critical policy decisions across Minnesota's public assistance programs.

Additional professional strengths include:

- Designing and administering data models in relational database systems
- Developing processes to ensure data quality and compliance with federal requirements
- Managing multiple concurrent projects while producing accurate work within tight timeframes
- Working effectively with individuals from diverse backgrounds and cultures

The opportunity to continue serving Minnesotans through this position excites me, particularly contributing to the important work of the Department of Human Services as it transitions some functions to the new Department of Children, Youth, and Families in 2025.

Thank you for considering my application. I look forward to discussing how my experience and skills can benefit your team.

Sincerely,

Ben Jaques-Leslie