**Job Title:** Accountability Data Analyst  
**Job Code:** 80343

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**JOB SUMMARY**

The Accountability Data Analyst is responsible for implementing the Performance Accountability System (PAS) and providing institutional program performance data needs.

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**MAJOR DUTIES**

- Implements the Performance Accountability System Software (PASS) and the Performance Accountability System Data reports;
- Coordinates database management related to the Performance Accountability System;
- Assists supervisor in the implementation of professional development activities for staff and faculty of TCSG colleges;
- Troubleshoots the Performance Accountability System Software (PASS);
- Establishes and implements a comprehensive program of institutional data support to TCSG colleges;
- Generates reports and related data in support of TCSG strategic planning process and technical colleges planning and evaluation, accreditation activities;
- Assists System and college staff with data quality issues;
- Works in collaboration with Data Planning and Research;
- Assists with outcome assessment by utilizing survey creation and management tools;
- Develops and maintains intranet for assigned unit;
- Provides technical support for data mining utilizing student information system tables for state initiatives.

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**COMPETENCIES**

- Knowledge of operational procedures
- Skill in the use of computers and job-related software programs
- Oral and written communication skills
- Ability to prepare reports tailored to the TCSG needs
- Ability to maintain data security and confidentiality
- Ability to adapt in a new working environment and meet critical project deadlines
- Ability to work independently with minimal supervision
- Ability to develop good working relationships with staff and faculty of TCSG colleges
- Decision making and problem solving skills
**MINIMUM QUALIFICATIONS**

Associate’s degree in Mathematics, Statistics, Computer Science or an equivalent field *and* Three (3) years of full-time professional level database management/ analysis and program evaluation. Experience using Excel, Access, SQL and Crystal reports

Note: Experience may substitute for education on a year-to-year basis

**PREFERRED QUALIFICATIONS**

Preferred qualifications will vary from location to location.