Job Title: Data Analyst

Job Code: 80320

JOB SUMMARY

The Data Analyst coordinates the reporting schedules and runs data programs to produce reports.

MAJOR DUTIES

- Serves as job expert or organization resource in assigned areas;
- Assists in the development of data quality tests to improve the accuracy of the survey data collected;
- Collects and evaluates statistical data or reports to identify agency/program performance trends;
- Defines data requirements;
- May publish data, post pertinent data to websites, or create related logs and records;
- Organizes and tabulates data using a variety of techniques including database software, spreadsheets, statistical tables, charts, and graphs issues;
- Proficient with basic-to-intermediate spreadsheet functions.

COMPETENCIES

- Skill in using relevant computer software
- Ability to use job-specific tools to review data
- Ability to gather and analyze data through on-site reviews
- Ability to prepare reports tailored to the needs of the requestor
- Ability to acquire needed data
- Ability to combine information from separate databases
- Knowledge of departments’ operating procedures

MINIMUM QUALIFICATIONS

High School Diploma/GED and six (6) years experience across IT functions. Computer reporting, statistics or finance experience is required OR Associates degree and four (4) years experience across IT functions

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.