



Office of Human Resources
Data Analytics Staff– CD3491
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General Statement of Duties

Performs entry level professional analytic and statistical modeling on existing data sets in multiple areas of the business providing data analytics and fulfilling data requests.

Distinguishing Characteristics

The Data Analytics Staff is distinguished from the Data Analytics Associate, which performs intermediate level professional data analytics work fulfilling data requests and performing moderately complex level of data analytics and data modeling.

The Data Analytics Staff is distinguished from the Data Analytics Senior, which performs full performance level data analytic work fulfilling data requests and performing advanced level of data analytics and data modeling for the needs of the Department/Agency.

The Data Analytics Staff is distinguished from the Data Analytics Lead, which performs lead level work over professional data analysts engaged in providing analytical assessment and evaluations of local government functions and activities by providing analytical and methodological support to the Department/Agency.

The Data Analytics Staff is distinguished from the Data Analytics Specialist, which performs specialized, professional level data analyst work that requires application of a unique or specialized knowledge or skillset outside of data science engaged in analytical assessments and evaluations of local government functions and activities by providing analytical and methodological support to the Department/ Agency.

The Data Analytics Staff is distinguished from the Data Analytics Supervisor, which supervises professional data analytics staff engaged in providing analytical assessments and evaluations of local government functions, provides and oversees analytical and methodological support to the Department/Agency.

Essential Duties

Identifies and applies analytic knowledge and ideas to stakeholders ,management, and other organizations in collaboration with department/agency team(s) to meet objectives, reduce risk, and improve efficiency and effectiveness.

Represents and explains usage of analytics through formal and informal means.

Applying statistical knowledge and understanding, defining data requirements, and extracting data from key business systems using Tableau, Arbutus, STATA, and Python. Prepares, transforms, analyzes, visualizes, and presents simple dashboard data.

Examines, identifies and provides advice on data patterns and trends to help answer business questions and improve decision making. Identifies areas to increase efficiency and automation of data analysis processes.

Provides department/agency teams with methodological assistance with the use of data science tools to complete data analytics and conclusion which may be reviewed by senior data analytics staff and/or management.

Creates workpapers with clear explanation of methodology and conclusion to support department/agency engagements.

Provides advice and support to assigned department/agency teams and/or projects in cleaning, reviewing, validating, manipulating, modeling, and analyzing data.

Supports the department/agency's data needs on engagements, controls, monitoring, and auditing.

By position, assesses the effectiveness, efficiency, public policy assessment, governance, internal control, and compliance objectives as defined by Generally Accepted Government Auditing Standards (GAGAS) promulgated by the U.S. Government Accountability Office (GAO).

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Ability to access key business systems by working collaboratively with and establishing a professional relationship with city agencies such as TS and business stakeholders.

Ability to gain knowledge in audit standards and methodologies.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in using various forms of computer software for preparing documents and spreadsheet work papers.

Skill in maintaining and organizing files, documents and records.

Level of Supervision Exercised

None

Education Requirement

Bachelor's Degree in Computer Science, Information Systems, Statistics, Actuarial Science, Business Administration, or other related field.

Experience Requirement

One (1) year of professional level experience with data extraction, data management or programming, and/or using data for reporting.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education. Additional appropriate education may be substituted for experience requirements.

Licensure & Certification**Working Environment**

Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Some positions may perform on-site audits.
Some positions are subject to significant local travel.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Education Verification
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-07

FLSA Code: Y

Established Date: 9/15/2024

Established By: AM

Revised Date:

Revised By:

Class History: New classification.