



Office of Human Resources
Data Analytics Associate – CA3307
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs intermediate professional level data analytics work fulfilling data requests and performing moderately complex level of data analytics and data modeling.

Distinguishing Characteristics

The Data Analyst Associate is distinguished from the Data Analyst 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 Analyst Associate is distinguished from the Data Analyst 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.

Essential Duties

Identifies analytic ideas in collaboration with department/agency team(s) to meet engagement objectives, reduce risk, and improve efficiency and effectiveness. Advocates for data usage by explaining usage of analytics through formal and informal means.

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

Extracts data from key business systems using Tableau, Arbutus, STATA, and Python. Prepare, transform, analyze, visualize, and dashboard data.

Provides department/agency teams with methodological assistance with the use of data science tools to complete data analytics. By position, these engagements include, but are not limited to, assessing 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), if applicable.

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

Provides advice and support to department/agency teams in cleaning, validating, manipulating, and analyzing data.

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

Two (2) year of professional level experience with data extraction, data management and programming, and using data and reporting to answer audit questions.

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

By position, requires a valid Driver's License at the time of application.
Licenses and certifications must be kept current as a condition of employment.

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

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-09

FLSA Code: Y

Established Date: 18 Apr 2021

Established By: GT

Revised Date:

Revised By:

Class History: New Classification Series (Associate, Senior, Lead and Supervisor).