



## Office of Human Resources Data Analytics Lead – CD3300

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### General Statement of Duties

Performs lead level work over professional data analysts engaged in providing analytical assessments and evaluations of local government functions and activities by providing analytical and methodological support to the Department/Agency.

### Distinguishing Characteristics

The Data Analytics Lead is distinguished from the Data Analytics Staff, which 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.

The Data Analytics Lead 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 Lead 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 Lead 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 Lead 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

Provides teams with methodological advice and assistance with the use of data science tools to complete data analytics related to assigned work/projects.

Provides analytical and methodological advice and services. Makes recommendations on the visualization and presentation of results. Recommends analytical work and coding done by collaborating with appropriate teams.

Develops or reviews automated analytical scripts, tests and analytical reports creating queries connect to the business warehouse and utilize statistical modeling tools. Such analytics will be performed to meet project objectives for analyzing an entire population of master data and transactions to identify anomalies and issues.

Teams with the Analytics Supervisor and other team members with all aspects of the team's functions. Assists with the placement of new Data Analysis and Visualization tools and trains appropriate employees on these newly implemented tools.

Participates in the access of key business systems and the team working collaboratively by establishing a professional relationship with city agencies such as TS and other business stakeholders.

Provides the day-to-day project management of the team and each continuous engagement and ensures that project team members are conducting assigned work. Provides work instruction and assists employees with difficult and/or unusual assignments.

Develops and conducts analytics training related to connecting to, manipulating, analyzing, and visualizing data from multiple sources.

Determines the development or modification of work plans, methods, and procedures, and supports the supervisor in determining work priorities, and developing work schedules to provide adequate staff coverage.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

By position, provides audit teams with methodological advice and assistance with the use of data science tools to complete data analytics related to audits and evaluations of City and County departments and programs. 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).

By position, provides analytical and methodological advice and services to audit teams throughout audit phases such as during planning, fieldwork, and report writing. Assisting with the visualization and presentation of audit results. Assisting with the analytical work and coding done by auditors collaborating with audit teams.

By position, assists the Audit Analytics Supervisor and other Audit Analytics team members with all aspects of the team's functions including the Continuous Audit Programs. Assists with the placement of new Data Analysis and Visualization tools and respectfully trains auditors on these newly implemented tools.

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

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.

Manages and Organizes Information – Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

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.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

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

### **Knowledge & Skills**

Ability to produce high quality written products that synthesize and explain complex issues to a variety of audiences, staff, and Citizens of Denver when applicable.

Ability to ensure that work activities fully comply with GAGAS, if applicable, and the Department/Agency's operating policies and procedures.

Advanced knowledge of Data Analytics techniques and project management techniques and practices. By position, strong background in audit standards and methodologies.

Experience in data processing, database programming, machine learning, data analytics, and strong auditing skills.

Arbutus, SQL, SAS, or ACL programming experience including automation solutions of medium to high technical complexity.

Experience building data visualization and/or reporting solutions through Tableau® or similar BI tools preferred.

Proficiency with other software and/or programming languages and tools (Oracle ERP/EBS, Excel, Visual Basic, Oracle SQL, SQL, TOAD, Python, Microsoft SQL Server, Power BI, etc.

### **Level of Supervision Exercised**

Performs regularly assigned lead work over two or more office support staff, administrative, and/or technical members.

### **Education Requirement**

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

### **Experience Requirement**

Three (3) years of senior level data analytics experience.  
By position, three (3) years of audit experience or a combination of audit and data analytics.

**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 the minimum experience requirements.

**Licensure & Certification**

None

**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-13**

**FLSA Code: Y**

**Established Date: 4/18/2021**

**Established By: GT**

**Revised Date: 9/9/2024**

**Revised By: SO**

**Class History: 4/18/21 - New Classification Series (Associate, Senior, Lead and Supervisor); 9/8/24 – Revised Job Family/Job Code; 9/9/24 – Updated duties.**