



Office of Human Resources
Data Analytics Supervisor – CD3301

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General Statement of Duties

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.

Distinguishing Characteristics

The Data Analytics Supervisor 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 Supervisor 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 Supervisor 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 Supervisor 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 Supervisor 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.

Essential Duties

Manages a team of data analysts aligned with the department/agency mission/objectives and maintains compliance with standards, helps create strategies, and implement procedures in support the department/agency needs.

Reviews, develops, or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Drives quality and continuous improvement throughout data analytics processes including data extraction, risk analyses, data analysis, and visualization/reporting. Leads or conducts ad hoc reviews.

Trains employees on data analysis and visualization tools. Manages use of applications and tools. Develops or reviews automated analytical scripts, tests and analytical reports creating queries. Connect to the business warehouse and utilize statistical modeling tools.

Supervises 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 teams with methodological advice and assistance and reviews assistance provided by analytics team members using data science tools to complete data analytics.

Manages the implementation and refinement of the Data Analytics training program and cross-train appropriate personnel.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Coaches staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, provides audit teams with methodological advice and reviews analytics team members using data science tools to complete data analytics for audits 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) and in accordance with the Audit Services Division's department/agency's policies and procedures.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

By position, auditor analytics will be performed to meet audit/project objectives for analyzing an entire population of master data and transactions to identify anomalies and issues.

By position, provides analytical and methodological advice and services and reviews such services provided by the Audit Analytics team to audit teams throughout all phases of an audit.

By position, supports the audit teams on their audit fieldwork activities for overall process improvement and efficiencies. Advises and supports the audit teams in cleaning, validating, manipulating, and analyzing data used in audit engagements.

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

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

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.

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 ensure that work activities of the Analytics Team comply with department/agency operating policies and procedures. By position, fully comply with GAGAS, if applicable.

Ability to develop productive relationships with internal and external stakeholders. Consistently collaborates with others, communicates clearly, and constructively handles conflict situations.

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

Ability to conceptualize and execute analytical work based on broad business objectives.

Advanced analytical and computer skills, including proficiency with Excel/Word/PowerPoint, and data analytics experience (such as with visualization tools such as Tableau® or similar BI tools) are required.

Experience developing and delivering data analytics and continuous auditing programs, if applicable.

Specific knowledge and training in programming and development of queries/scripts using various data analytics software and visualization tools, e.g., SQL, SAS, Audit Command Language (ACL), Arbutus, Python, Power BI, Tableau, etc. Skills in machine learning.

Strong analytics background with attention to details to deliver quality results and strong auditing skills.

Understanding of business processes and functional linkages between processes, risk, and controls.

By position, strong background in audit standards and methodologies.

Level of Supervision Exercised

Supervises two or more administrative and/or technical support staff members and may supervise office support staff.

Education Requirement

Bachelor's Degree in Computer Science, Statistics, Accounting, Finance, Public Administration, Government Analytics, Information Technology, or related field.

Experience Requirement

Four (4) years of professional level experience, to include at least three years as a Data Analytics Senior.

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-14

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.