



Office of Human Resources
Data Analytics Specialist – CA3340
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General Statement of Duties

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.

Distinguishing Characteristics

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

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

The Data Analytics Specialist is distinguished from the Data Analytics Supervisor, which supervises data analytics staff and provides a variety of data analytics support services to the Department/Agency.

Essential Duties

Analyze large datasets and databases for delivering insightful analyses, conducting risk analyses, performance assessment, or providing assurance.

Provides methodological advice and assistance with the use of data science tools to complete data analytics, statistical analysis, performance assessments, efficiency, and quality related to audits, projects, or other needs. This could include, but is not limited to, assessing the effectiveness, efficiency, public policy assessment, governance, internal control, and compliance objectives as defined by applicable standards.

Assisting with the visualization, interpretation, and presentation of analysis. Assisting with the analytical work, business reports, interpretation, presentation, and coding.

Writes scripts using common or specialized querying protocols to develop risk assessment, control tests, or data quality assessments, conducts data analysis and control tests using Excel, uses SOAP and REST APIs to connect to cloud-based data, uses statistics to compare and identify outliers in data sets, merges and joins data from multiple systems, and has strong knowledge of predictive analytics and machine learning techniques including data cleansing, querying, and modeling.

Assists the leadership and other team members with all aspects of the team's functions including the Continuous Audit Programs. Assists with the identification and placement of new data analysis, visualization tools, program maintenance, and trains auditors on these newly implemented tools.

By position, advise, design, and plan influential and feasible business requirements to clients by providing impactful data analytics solutions by extracting required data or coordinating data extraction, implementing testing using data analytics tools and languages to present their findings.

By position, working closely with audit team to advise, design, and plan impactful data analytics tests during the audit life cycle extracting required data, coordinating data extraction, implementing audit testing using data analytic tools to present finding to audit team.

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

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines, computers, or other technologies as they are related to performing tasks.

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

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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.

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments. 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 fully comply with the Department/Agency's -operating policies and procedures.

Advanced knowledge of data lifecycle, data validation, data standards, structured data storage, machine learning, business charts and graphs, applied statistics, and project management techniques and practices.

Experience in data processing, database programming, and data analytics.

Strong SQL and proven data analytics skills including mining data, extract/transform/load, data cleansing, interpreting results, descriptive and inferential statistics, and trend analysis.

Proficiency with software and/or programming languages and tools such as DAX, Oracle ERP/EBS, Excel, Visual Basic, Oracle SQL, SQL, Spark, Tableau, TOAD, Python, Microsoft SQL Server, Power BI, Snowflake, etc.
Ability to adapt to new technologies, languages, and frameworks.

Strong interpersonal skills, multi-tasking and time management skills enable you to quickly gain trust and deliver effectively towards deadlines.

Level of Supervision Exercised

By position, may perform leadwork.

Education Requirement

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

Experience Requirement

Three (3) years of senior level data analytics experience.

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

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-13

FLSA Code: Y

Established Date: 10/17/2021

Established By: GT

Revised Date:

Revised By:

Class History: New Classification.