

**CLASS TITLE: CHIEF DATA ANALYST**

Class Code: 02623402

Pay Grade: 45A

EO Code: A

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** To be responsible for developing and executing on analytical strategies to drive the exploration and deployment of analytical techniques, both cutting-edge and best-practice requirements and design, data cleaning, developing analysis and reporting capabilities, linking databases and datasets, and continuously monitoring performance and quality control plans to identify improvements in models; to plan, direct, supervise and review the work of professional technical subordinates engaged in conducting full lifecycle activities of data analytics; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of independent judgement and initiative in the utilization of professional standards and techniques; work is subject to review for conformance with prescribed state policies and procedures.

**SUPERVISION EXERCISED:** Plans, directs, supervises and reviews the work of professional technical personnel; reviews work in progress and upon completion for adequacy, propriety, technical sufficiency, and conformity with instructions.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

To be responsible for developing and executing on analytical strategies to drive the exploration and deployment of analytical techniques, both cutting-edge and best-practice requirements and design, data cleaning, developing analysis and reporting capabilities, linking databases and datasets, and continuously monitoring performance and quality control plans to identify improvements in models.

To plan, direct, supervise and review the work of professional technical subordinates engaged in conducting full lifecycle activities of data analytics.

To be responsible for managing the building and use of models to test and validate data.

To be responsible for ensuring data validation and quality control checks.

To be responsible for and perform data output and statistical analysis as necessary for full range of data analysis requirements.

To be responsible for working with and monitoring, reviewing and evaluating work projects for compliance to time frames, quality standards and budget costs.

To liaise with and maintain a positive and effective relationship with external clients.

To identify, initiate and deliver opportunities for data-driven insight for the development of data output methods, statistical models and data collection.

To identify and analyze primary and secondary research data.

To participate as part of project teams to meet objectives and targets using established internal processes.

To develop analysis tools and solutions, in collaboration with senior staff to maximize efficiency.

To maintain currency with research software, modeling, and statistical techniques and to be responsible for delivering training when new developments are implemented.

To prepare technical reports and recommendations.  
To attend meetings and conferences as required.  
To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of data models, regression analysis, database design development, data mining and segmentation techniques; a thorough knowledge of sophisticated reporting packages, databases and programming; a thorough knowledge of statistical methodologies and techniques utilized for analyzing large datasets; a thorough knowledge of the principles, practices and techniques of administrative management including organization, planning, staffing, and reporting; a thorough knowledge of the principles, practices and techniques required in program planning, development and evaluation methods; the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy; the ability to conduct queries, draw conclusions, prepare written reports and present findings in a clear and concise manner; the ability to supervise and review the work of subordinate personnel; the ability to prepare and submit reports; the ability to establish and maintain effective working relationships with state and municipal officials, superiors, subordinates and the public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree from a college of recognized standing in Mathematics, Economics, Computer Science, Information Management, Statistics, or a closely related field with similar technical and computational emphasis; and  
Experience: Such as may have been gained through: significant employment in a professional capacity as a data analyst including experience in a leadership capacity in analytics.

Or,

Education: Such as may have been gained through: graduation from a four-year college of recognized standing with a Bachelor's Degree in Mathematics, Economics, Computer Science, Information Management, Statistics, or a closely related field with similar technical and computational emphasis; and  
Experience: Such as may have been gained through: extensive employment in a professional capacity as a data analyst including experience in a leadership capacity in analytics.

Class Created: December 11, 2016