

CLASS TITLE: DATA ANALYST I

Class Code: 02623403
Pay Grade: 34A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To be responsible for conducting full lifecycle activities of data analytics to include 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; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement and initiative. Work is subject to review for conformance with prescribed state policies and procedures.

SUPERVISION EXERCISED: As assigned, coordinates and reviews the work of subordinates; 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 conducting full lifecycle activities of data analytics to include 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 assure the integrity of project data, including data extraction, storage, manipulation, processing and analysis.

To query and interpret data, analyze results using statistical techniques, develop predictive models using administrative datasets and provide ongoing reports.

To acquire data from primary or secondary data sources and maintain databases/data systems.

To provide data visualization and presentation of analytical findings to program owners and other stakeholders.

To identify, analyze, and interpret trends or patterns in complex datasets.

To link databases and datasets to generate integrated datasets.

To filter and “clean” data, and review computer reports, printouts, and performance indicators to locate and correct code problems.

To participate in ongoing decisions concerning data collections, study design, methodology, and data analysis.

To locate and define new process improvement opportunities.

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 working

knowledge of statistical methodologies and techniques utilized for analyzing large datasets; 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 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: 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: employment in a professional capacity as a data analyst or in a technical capacity involving computational emphasis or data analysis.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 11, 2016