PURPOSE OF THE CLASSIFICATION: Under general supervision, uses various software applications to collect, analyze and present data for evaluation and improvement of City operations; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Utilizes Microsoft Office Suite to conduct office communications, draft documents, and analyze basic data
- Executes data analysis procedures using Structure Query Language (SQL), Excel, or other data analysis software, including script writing
- Utilizes geospatial databases and statistical applications to manipulate, analyze and present spatial data
- Conducts routine statistical and strategic analysis and prepares comprehensive analytical products such as reports, charts, graphs, and tables
- Develops and produces maps using Geographic Information Systems (GIS) applications
- Utilizes Microsoft Power BI or similar technology to develop visualizations
- Utilizes Microsoft Visio or similar technology to develop process flows
- Researches, retrieves, and evaluates confidential information related to city operations and residents
- Collects data in response to ad-hoc requests for data, information, or investigative assistance from department leaders, data stewards, and fellow analysts
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

a. Completion of 120 hours from an accredited college or university with coursework in science, technology, engineering, math (STEM) field or business-related field; and, Two (2) years’ experience relevant to the essential tasks listed in this job description;

or

b. Completion of 60 hours from an accredited college or university with coursework in science, technology, engineering, math (STEM) field or business-related field; and, Four (4) years’ experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Methods and techniques used in researching, compiling, sorting, evaluating and analyzing relevant statistical information to perform analysis
- Research and data mining
- Applied knowledge of Microsoft and Adobe applications
- Data entry, trending, and report generation

Ability to:

- Summarize and disseminate information in a clear and effective manner
- Gather, maintain, and analyze large amounts of data and interpret trends and patterns
Apply excellent attention to detail and accuracy
Work independently and to recognize, analyze and soft complex problems
Meet deadlines, multi-task, and work under competing priorities
Discreetly handle sensitive and confidential information
Courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information

Skill in:
- Presenting data effectively both verbally and in writing
- Recording and organizing data
- Critical thinking and problem solving
- Establishing and maintaining effective work relationships
- Identifying and using potential sources of data
- Maintaining accurate detailed records

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to sitting for extended periods of time, walking, standing, reaching, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: N-03
Group: Clerical and Administrative
Series: Data Processing and Information