PURPOSE OF THE CLASSIFICATION: Under general supervision, utilizes various software applications to collect, analyze and present data for evaluation and improvement of City operations; performs complex, technical, statistical and management analyses to identify and prioritize projects; and performs other related duties as assigned.

ESSENTIAL TASKS:
- Utilizes Microsoft Office Suite to conduct office communications, draft documents, and analyze basic data
- Organizes, prepares, and presents written summaries of project reports, action plans, and analytical information to Department Director, Manager, and team
- 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
- Analyzes trends in data collections and ensures data quality
- Uses both SQL and GIS to query tables and assess data integrity and quality
- Researches, plans and implements procedures to maximize productivity of applications/ systems
- Researches, retrieves and evaluates confidential information related to city operations and external customers
- Collects data in response to ad-hoc requests for data, information, or investigative assistance from department leaders, data stewards, and fellow analysts
- Participates in, monitors and evaluates assigned programs and projects, sets deadlines, analyzes and provides recommended solutions for various problems
- 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 one of 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,
   Three (3) 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,
   Five (5) years’ experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
GIS and analysis software
Standard business process and related data
Applied knowledge of principles of technical and professional writing standards, rules, and techniques
Applied knowledge of Microsoft and Adobe applications
Considerable knowledge of statistical, quantitative methods, data analysis and design

Ability to:
- Gather, maintain, and analyze large amounts of data and interpret trends and patterns
- Utilize inductive reasoning to develop a hypothesis
- Prepare technical reports effectively
- Recognize, analyze and solve system and software maintenance problems independently
- Program in at least two general accepted computer languages (e.g., C++, Visual Basic, SQL)
- Analyze complex issues and formulate sound concepts
- Work independently and to recognize, analyze and solve 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
- Gathering, 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