CLASS TITLE: FLEET DATA ANALYST

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for technical and administrative work involving the recording, maintenance, and analysis of fleet data and related vehicle repair information, acts as a liaison between user and maintenance areas, and other related assigned duties.

ESSENTIAL TASKS:
- Performs and coordinates work involving the receipt, collection, input, retrieval, coding, analysis, reporting and classification of data based information
- Provides data support within the fleet areas involving inventory, work order, preventative maintenance scheduling, automated fuel system, and equipment maintenance reporting needs
- Analyzes data information and prepares special and periodic reports as requested by department management
- Provides information to user departments or maintenance areas on equipment, inventories, and special projects
- Evaluates and communicates fleet data system use and data information to department management
- May lead or train subordinates or users in absence of supervisor or as directed

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

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with an associate's degree in computer science, fleet management, automotive technology, or related field, and two (2) years of related management and computer systems support experience; or an equivalent combination of training and experience per Personnel Department Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, applications, and capabilities of data processing equipment; good knowledge of data control and organization techniques; and good knowledge of fleet related equipment, vehicle maintenance and related administrative concerns. Ability to analyze data information and report requests and provide useful management information; ability to communicate effectively both verbally and in writing; ability to train and direct other employees; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; occasional lifting and carrying up to 60 pounds; may require sitting for extended periods of time; subject to standing, bending, reaching, walking, and repetitive movements; and vision, speech, and hearing to perform the essential duties.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors; and requires use of telephone and other office equipment.

Class Code: 6530
EEO Code: N-03
Pay Code: OT-17

Group: Clerical and Administrative
Series: Data Processing and Information Services

Effective Date: October 1, 1995