

CLASS TITLE: DATA ANALYSIS COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision, is responsible for planning, implementing, designing, developing, testing and packaging of data for internal and external custom applications and other related assigned duties.

ESSENTIAL TASKS:

- Manages, designs, analyzes and maintains the reliability of enterprise-wide data analysis, manipulation, transformation, visualization and reporting infrastructure including server infrastructure, scripting resources and related databases.
- Integrates with other enterprise-wide initiatives that require data analysis and reporting functionality and coordinates the use of resources towards these efforts.
- Coordinates multiple Data Analysis projects with the ability to break down work load into major and minor milestones while assigning and managing resources.
- Performs complex analysis and transformational queries to provide cleansed data for end user reporting or integration with other systems.
- Coordinates Data Analysis functions and system efficiency and implements system changes to resolve problems and increase efficiency
- Maintains adhoc and production reporting infrastructure considered to be advanced in nature utilizing high level programming or scripting language
- Executes testing, debugging, related implementation tasks and conducts performance tuning of systems and applications
- Prepares technical reports and forms, interacting with representatives of other City departments to coordinate and implement common Data Analysis, manipulation, transformation, visualization or reporting interests
- Coordinates all phases of system design and implementation, including installation of new software and reconfiguration of existing hardware
- Updates Data Analysis related systems and other infrastructure related to enterprise-wide data systems and Develops bid specs and purchasing plans
- Must report 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: Graduation from an accredited college or university with a bachelor's degree in computer science, data analysis, statistics, quantitative analysis, business analysis, applied analytics, business intelligence or other related fields and five (5) years of experience in data analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of enterprise data analysis, architecture, manipulation, transformation, visualization, and reporting methodology including management of related projects; comprehensive knowledge of advanced data query and analysis to optimize inputs to both end user processes and automated integrations with third party software solutions; considerable knowledge in data manipulation with a focus on modification and manipulation using programming and scripting languages as well as system level integration tools. Ability to work independently and to recognize, analyze and solve complex spatial problems; ability to analyze issues and to formulate sound concepts; ability to train others in intermediate data analysis work or other related activities; ability to effectively communicate both verbally and in writing; ability to coordinate, evaluate and coordinate the work of others.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, standing, reaching, handling, twisting and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

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

WORKING ENVIRONMENT: Working conditions are primarily indoors in an office environment and may require some travel to local and regional locations to provide computer-related assistance and provide on-call after hours support for production systems.

Class Code: 2611

EEO Code: E-01

Pay Code: IS-44

Group: Clerical and Administrative

Series: Data Processing and Information Services

Effective date: April 2, 2018