

CLASS TITLE: DATA ANALYTICS MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for managing the City's data analytics program including data governance, data analytics and data science and leads the Data Governance team and the Urban Data Pioneers, serves on the IT Governance Board and performs other related assigned duties.

ESSENTIAL TASKS:

- Ensures the Data Classification Policy is implemented
- Manages relevant software licenses
- Guides data stewards on creation of data dashboards for department performance measurement
- Leads Urban Data Pioneers including the procurement of data for cohort teams and scoping projects with departments
- Leads innovation projects focused on using Artificial Intelligence to automate processes
- Creates and maintains a Mayor's Dashboard of Key Performance Indicators (KPIs) for each department
- Reports on Strategic Plan Community Performance Indicators
- Partners with Community Service Council to update Equality Indicators annually
- Aligns and adjusts KPIs and associated dashboards to meet the measures identified in the Action and Implementation Management (AIM) plan
- 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 statistics, data analytics, mathematics, geographic information systems, management information systems or a related field and six (6) years of experience in a related field including two (2) years working with large datasets, machine learning and/or working with managers to identify problems and performance measures; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Demonstrated knowledge of R, Stata, SQL, Python or other scripting language used for data/statistical analysis and cleaning; knowledge of relational databases, methods, and techniques; demonstrated knowledge of Business Intelligence and/or data visualization software; and knowledge of geospatial analysis. Ability to work with ETL staff and database staff to define effective ETL routines; ability to interface effectively with employees at all levels of the organization, including executives, elected officials and the public; ability to support data projects of varying complexity with tight deadlines; ability to analyze complex issues and formulate sound concepts; ability to demonstrate effective verbal and written communication skills; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding; skilled in gathering knowledge and information regarding data analysis and problem-solving;

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to 20 pounds; may be subject to walking, sitting, reaching bending, kneeling and handling; and vision, speech and hearing sufficient to perform the essential tasks.

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

WORKING ENVIRONMENT: Working environment is primarily in an office setting and may require some travel to various City locations.

Class Code: 2062

EEO Code: E-01

Pay Code: EX-44

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Group: Fiscal
Series: Financial Management

Effective date: June 26, 2019