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 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
- 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