



Data Analyst I

Salary Group: B18

Class Code: 0650

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
DATA ANALYST I	0650	B18	\$39,521 - \$64,449
DATA ANALYST II	0651	B20	\$45,158 - \$73,788
DATA ANALYST III	0652	B22	\$51,614 - \$84,479
DATA ANALYST IV	0653	B24	\$59,004 - \$96,720
DATA ANALYST V	0654	B26	\$69,415 - \$117,397
DATA ANALYST VI	0655	B28	\$83,991 - \$142,052

GENERAL DESCRIPTION

Performs entry-level data analysis and data research work. Work involves conducting detailed analysis of and extensive research on data and providing results. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Compiles and queries data; analyzes data using standard statistical tools, methods, and techniques; and interprets results to identify significant differences in data.

Consults with internal and external customers to identify user needs.

Cleans and prunes data to discard irrelevant information.

May assist in developing methods for mitigating data issues and deploys those methods to correct issues.

May assist in preparing technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions.

May assist in identifying and interpreting data patterns and trends and assessing data quality.

May assist in establishing and maintaining standard work procedures governing the appropriate use of data.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in data analysis, research, compilation, and/or reporting work. Graduation from an accredited four-year college or university with major coursework in data science, business analytics, computer science, computer information systems, management information systems, accounting, finance, mathematics, statistics, economics, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of statistics and analyzing data sets; of running queries, report writing, and presenting findings; and of record keeping, including security procedures for handling, protecting, and distributing confidential data.

Skill in the use of a computer and applicable software, in conducting data searches, in evaluating and translating large amounts of data, and in critical thinking.

Ability to compile, review, and analyze data; to prepare reports; to maintain accuracy and attention to detail; and to communicate effectively.