



Data Analyst III

Salary Group: B22

Class Code: 0652

<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 moderately complex (journey-level) data analysis and data research work. Work involves conducting detailed analysis of and extensive research on data, providing results, and monitoring and implementing data quality. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

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.

Compiles and queries data.

Identifies and interprets data patterns and trends and assesses data quality.

Cleans and prunes data to discard irrelevant information.

Prepares concise, comprehensive technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions.

Assists in defining, developing, and implementing data standards.

Assists in developing data quality measures, analyzing data quality results, and implementing necessary changes to ensure data quality improvement.

May develop and implement databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.

May establish and maintain 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; of data models, database design development, data mining, and segmentation techniques; 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 analyzing problems and devising effective solutions, 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.