

Job Title	Data Analyst
Job Code	
Exempt Status	*Exempt
Position Status	
EEO Classification	3

*Exemption may be subject to the applicable salary requirements from the Department of Labor

Job Summary

The Data Analyst, under general supervision, gathers, compiles, analyzes, interprets, reports data and identifies patterns.

Essential Duties and Responsibilities

- Develops, maintains, and updates databases for specialized projects.
- Collects and tallies data.
- Responds to requests for information and prepares ad-hoc reports and query analyses in desired formats.
- Manipulates data and calculations.
- Analyzes and interprets data, both quantitative and qualitative analyses, using accepted statistical methods and qualitative research methods.
- Compiles data into usable reports.
- Prepares, maintains, and presents historical and comparative data.
Prepares and presents technical information as educational material for non-technically trained audiences at a variety of public forum.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education - Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Three years of related experience in data collection and analysis.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements