

## ELECTRONIC DATA ANALYST

### DEFINITION

Conducts complex and sensitive electronic data analysis.

### TYPICAL DUTIES

Conducts electronic data audits and analyses.  
Develops computer assisted audit processes, routines, and reports to proactively analyze and identify data anomalies that indicate potential fraud and waste in the District.  
Liaises with Information Technology Division personnel and other personnel responsible for District records to gather data for analysis.  
Identifies and requests appropriate formats for raw data for input into auditing software.  
Performs data mining and querying of District databases.  
Presents findings orally to management.  
Identifies and researches new data analysis auditing programs and techniques.  
Writes reports to present findings, appraisals, conclusion, and recommendations.  
Coordinates data gathering from new sources as needed.  
Assists auditors and investigators in audit analysis.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Electronic Data Analyst conducts complex and sensitive electronic data analysis.

An Audit Supervisor supervises several auditors in conducting audits of financial and operational functions.

An Internal Auditor conducts audits of smaller or less complex financial and operational systems and procedures.

### SUPERVISION

General supervision is received from a Supervising Investigator or an Audit Manager. Work direction may be exercised over lower-level auditing and clerical personnel.

### CLASS QUALIFICATIONS

#### Knowledge of:

Fundamental principles of accounting, auditing, and electronic data analysis  
Laws, rules, regulations, practices, and procedures pertaining to accounting, auditing, and electronic data analysis  
Current trends and developments in accounting, auditing, and electronic data analysis  
District databases and a data mining software programs such as Audit Command Language (ACL)  
Commercial off the counter spreadsheet and database software

Ability to:

- Analyze and interpret electronic data
- Identify data anomalies that may indicate fraud, overpayments, or waste
- Express difficult concepts effectively orally and in writing
- Write clear and concise narrative audit reports
- Establish and maintain effective working relationships with District personnel and the public
- Learn accounting policies, procedures, and requirements of the District.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in accounting, business management, or computer science. Possession of Certified Internal Auditor or Certified Information Systems Auditors certificate is desirable.

Experience:

Two years of experience in accounting, auditing, or electronic analysis. Experience applying auditing software program such as ACL or Monarch is desirable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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