

REPORTS AND DATA ANALYSIS MANAGER

DEFINITION

Manages staff responsible for the collection, extraction, analysis, and reporting solutions of data; providing user support and guidance of District business systems and applications; and liaising with Information Technology Services for business system and application needs of an organization.

TYPICAL DUTIES

- Manages and reviews the work of staff responsible for the collection, analysis, reporting, and generation of administrative and business data.
- Oversees, reviews, coordinates, and executes system application queries and develops reports for use by District departments such as the Office of Inspector General and the Office of the General Counsel.
- Liaises with Information Technology Services and user groups to develop, maintain, and improve business systems applications and provides feedback and testing on all executed activities.
- Confers with user groups to understand and identify operational requirements and needs to translate them into reporting solutions.
- Collaborates with Information Technology Services to prepare, develop, and execute program implementation plans for new and updated application systems specific to the organization.
- Manages the modification of existing and generation of new reports based on metrics, requests, and needs of the organization.
- Determines techniques for gathering, converting, processing, monitoring, and reporting of data for the purpose of quality assurance and to ensure uniformity across data-driven decision making and strategy development.
- Manages the preparation and publishing of data and reports.
- Provides user group support and training, and creates job aids for systems applications, including liaison with the Technology Help Desk for problem resolution as needed.
- Reviews discrepancies in data systems by documenting and reporting findings to ensure the continued validity and reliability of data.
- Prepares and conducts presentations to various stakeholders within the District to provide details and updates on current or proposed business systems applications and data to support planning, management, and audits.
- Prepares reports including expenditure data for acquisition and distributions of new devices, applications, and improvements as it relates to business automation activities.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Reports and Data Analysis Manager manages staff responsible for the collection, extraction, analysis, and reporting solutions of data; providing user support and guidance of District business systems and applications; and liaising with Information Technology Services for business system and application needs of an organization.

A Reports and Data Analyst II collects, extracts, analyzes, and provides reporting solutions of data; provides user support and guidance of District business systems and applications; and liaises with Information Technology Services for business system and application needs of an

organization

A Reports and Data Analyst I collects, extracts, analyzes, and assists with reporting solutions of data and provides user support and guidance of District business systems and applications.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

General direction is received from an administrator. Supervision is exercised over lower-level analysts and clerical personnel such as Reports and Data Analysts and Administrative Analysts.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices related to basic to advanced data collection, processing, modeling, management, validation, integrity, analysis, security, and reporting.
Research methods and data extraction techniques
Principles and practices of data management and analytics
Data collection methods
Database query tools
Principles and practices of supervision, management, employee training and development;
Fundamentals of databases, server, and web-based architecture
Basic concepts and applications of electronic data processing
Principles and practices of program development and administration.
Methodologies of project planning, issues logs, flow charting techniques and report development
Related federal, State and local laws, codes and regulations.
Microsoft Project, Excel, Word, Visio, Outlook, and Access

Ability to:

Perform data analysis and draw logical conclusions
Determine best methods of collecting and processing data
Plan, organize, direct, and coordinate the work of lower-level staff.
Organize and maintain records related to data projects
Synthesize ideas and information into well-organized and accurate reports, correspondence, charts and presentations.
Develop report specifications
Develop business data diagrams and flowcharts
Identify, research, and resolve problems
Work effectively in a fast-paced environment
Work efficiently under time constraints
Analyze and solve problems
Communicate clearly and effectively to diverse audiences of technical and non-technical personnel, orally and in writing.

ENTRANCE QUALIFICATIONS

Education

Graduation from a recognized college or university, preferably with a bachelor's degree in computer technology, computer science, business administration, or public administration.

Experience:

Five years of experience in two of the following areas: data management, data analysis and synthesis, or report development. Two years of the required experience must be in a lead or supervisory role.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
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HV/MHO