

REPORTS AND DATA ANALYST II

DEFINITION

Responsible for the collection, extraction, analysis, and 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.

TYPICAL DUTIES

Coordinates and performs the collection, extraction, analysis, and reporting of administrative and business data.
Analyzes collected and extracted data for discrepancies for the purpose of quality assurance and to ensure uniformity across data-driven decision making and strategy development.
Uses data collection and analysis to identify and translate user group needs and operational requirements into reporting solutions.
Modifies existing and generation of new reports based on metrics, requests, and organizational needs.
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.
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.
Prepares reports including expenditure data for acquisition and distributions of new devices, applications, and improvements as it relates to business automation activities.
May conduct 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.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Reports and Data Analyst II is responsible for the collection, extraction, analysis, and 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 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 I collects, extracts, analyzes, and assists with reporting solutions of data and provides user support and guidance of District business systems and applications.

SUPERVISION

General supervision is received from Reports and Data Analysis Manager or an administrator. Work direction may be exercised over lower-level analysts and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices related to intermediate 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
- 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
- Organize and maintain records related to data projects
- 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:

Three years of experience in two of the following areas: data management, data analysis and synthesis, or report development.

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
04-18-24
MHO/YG