

## REPORTS AND DATA ANALYST I

### DEFINITION

Responsible for collection, extraction, analysis, and reporting solutions of data and providing user support and guidance of District business systems and applications.

### TYPICAL DUTIES

- Collects, extracts, analyzes, and reports administrative and business data.
- Reviews and executes system application queries and develops reports for use by District departments, Office of Inspector General, or Office of the General Counsel.
- Prepares and publishes reports.
- Confers with user groups to understand and identify operational requirements and needs to translate them into reporting solutions.
- Provides user group support and 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.
- Assists on 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.
- Assists in modifying or generating new reports based on metrics, requests and needs of the organization.
- May liaise with Information Technology Services and user groups to develop, maintain, and improve business systems applications and provide feedback and testing on all executed activities.
- May collaborate with Information Technology Services to prepare, develop, and execute program implementation plans for new and updated application systems specific to the organization.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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 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 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.

## SUPERVISION

General supervision is received from a Reports and Data Analysis Manager or administrator. Work direction may be received from a Reports and Data Analyst II. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices related to basic data collection, processing, modeling, management, validation, integrity, analysis, security, and reporting.
- 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
- 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:

Two 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/CC