

## **DATA ANALYST (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an information technology position at DCMO BOCES that is responsible for assembling, processing, analyzing, and interpreting various data using software tools for the enterprise/district. The incumbent reports directly to and under the general supervision of management, with leeway allowed for the use of independent judgement in carrying out the duties and responsibilities of the job. Supervision may be exercised over technical and/or clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Collects, analyzes, and interprets data from a variety of sources and prepares reports for the enterprise/district; Defines data requirements and designs or selects the appropriate operational data storage methods and/or databases to satisfy the objectives; Maintains the integrity of the data sets by ensuring the accuracy of data, working with stakeholders and internal teams to fix data errors and inconsistencies; Generates accurate and timely reports, statistics, and measurements of organizational activities and outcomes; Develops and continuously assesses predictive models; Researches trends to assist with strategic planning and decision making; Assists in computer systems upgrades, software upgrades, and the implementation of systems and software; Evaluates and prepares recommendations on databases, operational data store, trends, and new issues.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of statistics and relational databases; Thorough knowledge of software applications to compile and analyze data and prepare reports; Good knowledge of business intelligence tools to create visualizations and dashboards for various quality metrics; Good knowledge of systems development methodologies and practices; Ability to collect, compile, analyze, and interpret data in a variety of formats; Ability to identify problems and recommend solutions; Ability to document reporting requirements and specifications; Ability to express oneself effectively, both orally, and in writing; Ability to establish and maintain effective working relationships; Ability to train others in usage of data systems; Good organizational skills .

**MINIMUM QUALIFICATIONS :**

A) Graduation from a college or university with a Bachelor's degree or higher in business, data science, marketing, marketing research and analysis, computer science, data analytics, statistics, or closely related field AND (1) year experience processing, analyzing, or interpreting electronic data; OR

B) Graduation from a college or university with an Associate's degree in business, data science, marketing, marketing research and analysis, computer science, data analytics, statistics, or closely related field AND (3) years of experience processing, analyzing, or interpreting electronic data, one of which included using business intelligence tools to create visualizations, graphics, or dashboards; OR

C) Graduation from high school or possession of a high school equivalency diploma or equivalent AND five years' experience processing, analyzing, or interpreting electronic data, two of which included using business intelligence to create visualizations, graphs, or dashboards, OR

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

**SPECIAL REQUIREMENT:** A valid New York State driver's license is required at time of appointment and maintained during employment.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**NOTE:** Your degree or training must have been conducted at a college, university, or business school accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or training was conducted at an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted: 7/10/23 competitive