

DATA ANALYST (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This is an information technology position at Broome-Tioga 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 is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collects, analyzes, and interprets data from a variety of sources and prepares reports for the enterprise/district;
Defines data requirements and designs the operational data store 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 and software upgrades and the implementation of new systems and new 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 the problem and recommend solutions;
Ability to document reporting requirements and specifications;
Ability to express oneself effectively, both orally and in writing;

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Ability to establish and maintain effective working relationships;
Ability to train others in the data systems;
Good organizational skills.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered 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 one (1) year experience processing, analyzing, or interpreting data in Excel spreadsheets or other software tools; OR

B) Graduation from a regionally accredited or New York State registered 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 three (3) years of experience processing, analyzing, or interpreting data in Excel spreadsheets or other software tools, one of which included using business intelligence tools to create visualizations or dashboards; OR

C) Five (5) years experience processing, analyzing, or interpreting data in Excel spreadsheets or other software tools, two of which included using business intelligence to create visualizations dashboards; OR

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

SPECIAL REQUIRMENT: Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment for the State Education Department is needed.