DATA ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Department Head and/or their designee, the incumbent performs statistical analysis, data visualization, and agency and reporting initiatives for the Department. This position has a specific focus on developing and coordinating systems and processes that engage and solicit data management and reporting analytics across the department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Ability to capture vision, utilize great communication skills to collaborate and partner with multidisciplinary team members to help launch strategic data driven initiatives;
- Lead point of contact and subject matter expert for obtaining all data aspects of Departmental programs;
- Knowledgeable of the high level of reporting needed to provide data and capture big picture objectives;
- Works closely with IT department in building of pertinent data for real time information (Dashboard) & reporting;
- Understands what's behind automation and entailed in building, revising & troubleshooting the reporting aspects of analytics;
- Ability to lead the metrics for Continuous Quality Improvement (CQI) initiatives
- Develop reports to look at trends;
- Collects, organizes and analyzes statistical data and information as needed for various requests Collects and converts raw data into valid information and conveys information based on the request in various formats;
- Collects, stores and disseminates all pertinent information gathered/received;
- Attend appropriate meetings, training and conferences related to data reporting;
- Prepares data related and other maps utilizing Geographic Information Systems (GIS);
- Performs association link analysis and other techniques by drawing data from departmental, private and other sources to form information on groups and their inter and intra-relationships;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles, methods, and techniques used in data collections and crime analysis;
- Good knowledge of basic research methods and procedures used in statistical analysis;
- Good knowledge of products addressing tactical, operational and resource allocation analysis;
- Good knowledge of personal computers and office equipment;
- Ability to interpret crime statistics;

- Ability to easily consume, process and analyze data, as well as to respond with appropriate strategies and tactics
- Ability to use GIS mapping software and prepare accurate base maps, including geocoding;
- Ability to conduct demographic analysis;
- Ability to understand, interpret, and analyze complex and detailed written material including arrest reports;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases or other software related to the reporting and analysis of data;
- Ability to organize material and prepare effective narrative reports and business correspondence;
- Ability to plan and organize individual workload and meet established deadlines;
- Ability to present data, reports, and comments clearly and concisely both orally and in writing;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Data Analytics, Data Science, Business Analytics, Criminal Justice, Criminology, Sociology or a related field and one (1) year of full time experience (or its *part-time equivalent) in research, data collection and analytical report preparation, **OR**

B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Data Analytics, Data Science, Business Analytics, Criminal Justice or a related field and three (3) years of full time experience (or its *part-time equivalent) in research, data collection and analytical report preparation. **OR**

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

*** (18) Eighteen months part-time work experience is equivalent to one (1) year full time experience at the discretion of the Municipal Civil Commission.