

## DRAFT – September 24, 2018

### DATA ANALYTICS JOB FAMILY - ANALYST

**JOB FAMILY CONCEPT:** The Data Analytics job family is responsible for providing data and analysis to support evaluation, research, assessment, strategic planning and management decisions to enhance the University's mission.

#### **ANALYST**

The Analyst role compiles and analyzes a variety of data through the use of statistical analysis and data interpretation. The Analyst role creates reports and presentations that assist in decision making processes.

This role is distinguished from the Management role in that its primary responsibility is for data analysis. Supervision may occur in these roles, but not as the primary focus of the job.

#### **ANALYST 1**

##### *Typical Functions*

- Collects, compiles, extracts, and manipulates data.
- Writes queries to extract and gather data.
- Analyzes data.
- Synthesizes data from multiple sources.
- Determines the most appropriate way to display data.
- Creates models, spreadsheets, graphics, reports, and presentations.
- Presents findings to management, researchers, and stakeholders.
- Document procedures and methodologies.
- Identifies data trends and outliers.
- Identifies errors and discrepancies in data and data collection procedures.
- Maintains data integrity.
- Evaluates current and future data needs and implements procedures and best practices to ensure data quality.
- May design tools and applications to collect data.
- May be responsible for database management.
- Assists in proposal development.
- Provides consultative services to others in area of specialty.

##### *Complexity and Decision Making Authority*

Work assignments are clearly defined, but employee carries out work independently. Assistance is available as necessary.

##### *Knowledge, Skills, and Abilities*

High level of knowledge of and the ability to utilize standard statistical software. Analytical skills. Ability to work with diverse audiences. Ability to think critically. Ability to communicate well both orally and in writing. Ability to present findings in a logical manner.

##### *Education/Experience*

Bachelor's degree in a related field and two to three years relevant experience, or an equivalent combination of training, education, and experience. Master's degree preferred.

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### ANALYST 2

#### Typical Functions

- Performs more complex data analysis which may require the use of advanced modeling methods.
- Leads projects within area of specialty.
- Consults with clients to understand needs and develops tools to collect data or delivers data reports with requested information.
- Designs and develops tools, methodologies, and applications for data collection and reporting.
- Monitors trends.
- Makes correlations across data sets.
- Organize results and conclusions for presentation to multiple audiences.
- Independently presents findings to internal and external stakeholders.
- Creates reports which have impact on specific polices or statuses.
- Create policies and procedures for data usage and collection.
- Develop and deliver training.
- Conduct data control audits.
- May write proposals to secure funding.
- May supervise and provide work direction to others.

#### Complexity and Decision Making Authority

Work assignments are defined, but employee carries out work independently based on past experience.

#### Knowledge, Skills, and Abilities

Advanced analytical skills. Ability to work in an efficient organized manner.

#### Education/Experience

Master's degree in a related field and two to three years relevant experience or an equivalent combination of training, education, and experience. May require experience in a field related to the area of specialty.

### ANALYST 3

#### Typical Functions

- Analyzes data from a wide set of sources.
- Designs and develops large scale, state of the art databases.
- Identifies information needed in reports and designs queries to gather information needed.
- Collaborates with others to enhance systems and databases.
- Designs methodologies to deliver data to customers.
- Establishes and implements standards, policies, and procedures.
- Conducts and supervises complex analytical studies and projects.
- Completes special projects.
- Makes recommendations from data analysis that has far reaching implications.
- Supervises project and support staff.
- May determine data access protocols and be responsible for data security.
- May be responsible for management of historical data.

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*Complexity and Decision Making Authority*

Makes decisions or contributes to decisions that have far reaching implications.

*Knowledge, Skills, and Abilities*

Supervisor skills.

*Education/Experience*

Master's degree in a related field and four to five years relevant experience or an equivalent combination of training, education, and experience. PhD preferred.