

INFORMATION DATA ANALYST

DEFINITION:

Collect, maintain, develop, analyze, interpret, implement, and monitor new and existing data and information databases, including but not limited to student information systems, service delivery monitoring systems, and State Database and compliance systems; analyze data; prepare training materials and deliver training to large groups of employees; prepare State and Federal Reports for approval and submission. Perform other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Data Collection: Gather data from various sources, such as databases, spreadsheets, APIs, and other data repositories.
- Querying databases, using data extraction tools, or working with agencies and vendors to ensure data and reporting are accurate, available, and accessible.
- Cleanse, validate, and transform data to ensure it is accurate, consistent, and in a format suitable for reporting, analysis, and submission.
- Utilize statistical techniques, data mining, and data visualization tools to explore and analyze data.
- Identify patterns, trends, correlations, and outliers to derive meaningful conclusions.
- Create clear and concise reports or dashboards that communicate the findings of the analysis to various stakeholders.
- Analyze and translate data-driven insights into actionable recommendations.
- Develop and implement data models to predict future trends, patterns, or outcomes based on historical data utilizing various tools such as machine learning or other predictive techniques.
- Assist in designing, maintaining, and optimizing databases, ensuring that data is organized efficiently and securely.
- Work closely with cross-functional teams, including data engineers, business analysts, and domain experts, to better understand the data requirements and context.
- Ensure the accuracy and integrity of data by performing quality checks and implementing data governance best practices.
- Adhere to data security and privacy regulations, safeguarding sensitive information and maintaining data confidentiality.
- Supervise and evaluate assigned staff.

QUALIFICATIONS:

Knowledge of

Data information systems, equipment, and software applications; effective data analysis processes; training techniques; office automation; creating testing and user documentation;

record keeping and report preparation techniques; State and Federal implementation, compliance, and reporting requirements; correct oral and written communication skills.

Ability to

Analyze and disaggregate complex information; detect errors and work with staff to correct errors; interpret and apply technical manuals and documents; develop operational procedures, training materials, and related processes; independently do a variety of technical projects; prioritize workload; analyze data and draw conclusions such as determine the seriousness of the problem that warrants escalation; express ideas and give instructions effectively; make oral presentations including training large groups of employees to implement data entry; prepare clear, complete and concise reports; interpret and implement operating instructions; write user and system documentation; conduct group meetings and provide feedback on the implementation of process and procedures; operate technology; effective written and oral communication; establish and maintain cooperative working relationships; keep current on information systems technology, State, and Federal Reporting Guidelines.

Experience

Five years of progressive data management, integrated system operations, experience, and data system information troubleshooting; one year of experience with advanced data analysis.

Education

Graduation from an accredited university with a bachelor's degree or equivalent experience in advanced data, reporting, and systems analysis.

Physical Performance Requirements

Considerable standing, walking, or sitting much of the time with some bending, stooping, squatting and twisting. Lifting often involved. Weight of materials will vary, with employees regularly lifting and maneuvering 20 to 30 pounds.

Licenses

Possession of a valid and appropriate California Driver's License.

Board Approval: August 3, 2023