



# Data Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
DATA ANALYST I	0650	B18	\$45,521 - \$71,055
DATA ANALYST II	0651	B20	\$51,158 - \$81,351
DATA ANALYST III	0652	B22	\$57,614 - \$93,138
DATA ANALYST IV	0653	B24	\$65,104 - \$106,634
DATA ANALYST V	0654	B26	\$76,530 - \$129,430
DATA ANALYST VI	0655	B28	\$92,600 - \$156,612

## GENERAL DESCRIPTION

Performs data analysis work involving conducting extensive data research and analyzing and reporting the results.

## DISTINGUISHING CHARACTERISTICS

The Data Analyst job classification series is intended for employees who perform data analytics and research. Employees also typically perform statistical modeling on existing data sets to identify patterns and trends. In contrast, the Database Administrator job classification series focuses on developing and maintaining computer databases. Database administrators ensure that data analysts and other users can easily use databases to find the information they need and that systems perform as they should.

## EXAMPLES OF WORK PERFORMED

Collects, queries, and analyzes data using standard statistical tools, applications, methods, and techniques.

Interprets data analysis results to identify significant differences and trends in data to inform decisions.

Consults with internal and external customers to identify data analytics needs.

Cleans and prunes data to discard irrelevant information.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level VI may also perform work listed within the previous levels.*

**Note:** Factors that may distinguish between entry and journey levels include the degree of independence in performing the work and the complexity of the work, and may include the employee's related experience, education and certifications. Other factors may include the type, scope, nature, and impact of the assigned project(s). Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.

**DATA ANALYST I:** Performs entry-level data analysis and data research work. Works under close supervision, with minimal latitude for the use of initiative and independent judgment. Employees at this level may have limited experience or no experience and spend the majority of their time performing simple to routine work following standard procedures. Employees may also occasionally assist others in performing work of greater complexity.

**DATA ANALYST II:** Performs routine (journey-level) data analysis and data research work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard, routinely assist others in performing work of greater complexity, and participate in developing methods for mitigating data issues and deploying those methods to correct issues.

**DATA ANALYST III:** Performs moderately complex (journey-level) data analysis and data research work. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous levels and may:

- Identify and interpret data patterns and trends and assess data quality.
- Prepare concise, comprehensive technical reports to present and interpret data, identify alternatives, and make and justify recommendations on data revisions.
- Establish and maintain standard work procedures governing the appropriate use of data.

**DATA ANALYST IV:** Performs complex (journey-level) data analysis and data research work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may provide guidance to other data analysts and may identify data gaps, errors, anomalies, inconsistencies, and redundancies by analyzing the content, structure, and relationships within data.

**Note:** Any senior-level employee (levels V-VI) may serve as a lead or supervisor. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the complexity of the work performed; the scope, nature, and impact of the assigned project(s); and the employee's related experience, education, and certifications.

**DATA ANALYST V:** Performs highly complex (senior-level) data analysis and data research work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Guide the selection of data management tools and the development of standards, usage guidelines, and procedures for those tools.

- Define, develop, and implement data and reporting standards.
- Develop data quality measures, analyze data quality results, and implement necessary changes to ensure data quality improvement.
- Develop software applications or programming to use for statistical modeling, data analysis, and graphic analysis.

**DATA ANALYST VI:** Performs advanced (senior-level) data analysis and data research work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may:

- Develop and implement databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality.
- Perform quality assurance and serve as a subject matter expert on data integrity, extraction, and compilation.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in data analysis, research, compilation, and/or reporting work. Graduation from an accredited four-year college or university with major coursework in data science, business analytics, computer science, computer information systems, management information systems, accounting, finance, mathematics, statistics, economics, or a related field is generally preferred. Experience and education may be substituted for one another.

### KNOWLEDGE, SKILLS, AND ABILITIES

#### For all levels

- Knowledge of statistics and analyzing data sets; running queries, report writing, and presenting findings; and record keeping, including security procedures for handling, protecting, and distributing confidential data.
- Skill in the use of a computer and applicable software, in conducting data searches, in evaluating and translating large amounts of data, and in critical thinking.
- Ability to compile, review, and analyze data; to prepare reports; to maintain accuracy and attention to detail; and to communicate effectively.

#### Additional for Data Analyst II – VI levels:

- Knowledge of data models, database design development, data mining, and segmentation techniques.
- Skill in analyzing problems and devising effective solutions.

**Additional for Data Analyst V – VI levels:**

- Ability to oversee and/or supervise the work of others.