



JOB DESCRIPTION

DATA ANALYST

Duties include reviewing and analyzing information from certified payroll records and inspecting to ensure labor compliance laws and regulations are adhered to by inquiring and requesting submittal of payroll records. Work requires attention to detail and knowledge of labor compliance laws and regulations. General direction is received from the Project Technologist and Project Manager.

Essential Functions:

- Collects and collates appropriate data from certified payroll reports via LCPtracker
- Reviews and analyzes data in accordance with labor standards and regulations
- Implements data collection systems and other strategies to optimize efficiency and data quality
- Generates and writes reports of data analyses
- Conceptualizes data and provide effective presentation of data output
- Coordinates with site visit team on information needed to verify certified payroll records (CPR)
- Other related duties as assigned

Required Knowledge, skills, and abilities:

Knowledge of:

- Familiarity and comfort using MS Word, Excel, PowerPoint, Access and the Internet
- Research methods and report presentation
- Creating charts, graphs, statistical models to present data
- Database management

Ability to:

- Evaluate data and perform problem investigation
- Analyze data and calculate fines/cost associated with findings
- Read, comprehend, and make inferences from written material
- Interpret and communicate LCP regulations to customers
- Make decisions via CPRs procedures and provide feedback for efficiency
- Observe construction trade practices to determine compliance with LCP regulations
- Work cooperatively with others and contribute to team projects
- Work with numbers
- Run and operate database systems
- Work in a team environment

Preferred Qualifications and Skills:

- Bachelor's in Accounting, Finance, Economics, Information Management, Computing, Mathematics, Statistics, or related fields
- Advanced knowledge of Business Objects, VBA, SQL, and / or Microsoft Applications including Excel and Access
- Strong interpersonal and organization skills
- Critical thinker with attention to detail