

## Sample Job Description 2

### Position: Data & Information Analyst

**Organization Description:** <2-3 summary sentences about your organization, such as your mission statement, what you services you provide, and who you serve.>

**Basic Job Function:** Under the direction of a Coordinator, Supervisor, or senior level administrator, conduct a variety of analytical activities; analyze data, information, proposed legislation, policies and procedures for assigned program; and, prepare and present reports.

**Class Distinguishing Characteristics:** Familiarity with resources for retrieving data and information to support reporting, decision-making, program development, and report writing. Develop periodic reports of program activity; provide advice and assistance in program development; monitor programs and review data to assure consistency with program requirements.

#### Representative Duties:

- Provide on-site training and technical assistance to program personnel and others regarding program requirements and other matters.
- Coordinate the collection and preparation of data and information required by federal and state compliance agencies, dictated by program needs and necessary for leadership knowledge and decision-making.
- Conduct and analyze the results of data and information gathers and surveys pertaining to assigned programs and community needs; prepare reports and formulate recommendations as appropriate.
- Review and process data and information requests.
- Assist in preparing written responses regarding state and federal regulations affecting assigned programs.
- Respond to inquiries regarding program data requirements; interpret program regulations, policies, and procedures; and advise clients.
- Perform a variety of special projects involving analysis of research, surveys, and other data; analyze and evaluation data and information; and prepare recommendations as appropriate.
- Compose correspondence and maintain records and files.
- Plan and implement meetings and seminars regarding assigned program and provide leadership to various committees as assigned.
- Research state and federal regulations and applicable provisions related to program-specific matters and assist in the development and publication of analyses of new regulations.
- Assist in the development and updating of program policies, procedures, and related forms and notices for the office and for outside agencies, community partners, and districts.
- Perform related duties as assigned.

#### Qualifications

##### Knowledge of:

- Data and information gathering and analysis processes.
- Data and information control and preparation.
- Applicable sections of the applicable state and federal regulations and other applicable laws.
- Operation of a computer terminal, data entry techniques, and statistical analysis procedures.

## Sample Job Description 2 (Continued)

### Ability to:

- Plan, develop, Plan, develop, implement and continually assess integrated, comprehensive programs.
- Make independent judgments with minimal supervision.
- Demonstrate the use of effective organizational skills.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Perform comprehensive and complex mathematical calculations using calculator or computer.
- Collect and analyze data objectively and prepare appropriate recommendations and reports.
- Effectively conduct surveys and organizational studies.
- Develop and implement specific training programs.
- Develop goals, objectives and practical solutions to technical and administrative problems

### Education & Experience:

Any combination equivalent to: bachelor's degree in a related field and three years of successful experience in data and information analysis, development of program and written reports, and use of independent judgment.

### License & Other Requirements:

- None

### Environment:

- Office environment

### Hazards:

- None

### Physical Demands:

- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.

**Salary:** <Insert here: Specific salary range or "Commensurate with experience" are both applicable. Provide any relevant information on additional benefits, such as medical insurance, retirement plans, and holiday/vacation time.>

### How to Apply:

<Depending on your hiring system: "Submit a resume and cover letter to <appropriate e-mail address>" or details on submitting through the job posting site or your organization's job portal.>