Data Analyst

Purpose Statement
The job of Data Analyst is done for the purpose/s of analyzing user requirements, procedures, and problems to automate or improve existing systems and review computer application, capabilities, work flows, and manual processes; solving problems, administering applications; and providing information and/or direction as may be required.

This job reports to Director of Administrative Services

ESSENTIAL Functions
- Analyzes user needs for the purpose of determining technical requirements and/or solutions based on available resources and/or products.

- Applies system analysis techniques and procedures, including consulting with users for the purpose of determining software or system functional specifications.

- Attends school site and departmental meetings for the purpose of providing and/or gathering information relating to job functions.

- Collaborates with a variety of internal and external parties (e.g. technology specialists, database administrators, network administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project success.

- Develops application and user documentation and procedures for purchased programs for the purpose of providing assistance to eliminate manual processes.

- Evaluates data flow for the purpose of ensuring that it is valid, properly structured, meeting industry standards and is compatible with databases and existing applications.

- Identifies problems uncovered by testing or through customer feedback for the purpose of correcting problems or referring problems to appropriate personnel for correction.

- Performs and/or assists with analyzing current system capabilities, procedures and work flows relating to development projects for the purpose of evaluating impact and completing cost/benefit analysis.

- Responds to user reporting requests for the purpose of evaluating feasibility and complying when possible.

- Tests application software for the purpose of ensuring that product matches defined requirements and expected functionality.

- Trains selected employees on district software, etc. for the purpose of ensuring their ability to use new and/or existing operating systems and application software.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating computer equipment and related peripherals; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: operating procedures for a midsize mainframe computer and related peripheral equipment; industry standard programming languages and systems development protocols; and computer software and networking terminology.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting deadlines and schedules; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

1/23/2014

Salary Grade

See Professional (12 months) Salary Schedule

Revised Date

5/13/2022

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.