DATA ANALYST

NATURE OF WORK

This is responsible work that includes providing research and analytical support in relation to specific operational data using multiple software systems.

Work involves gathering information to analyze trends; creating and producing performance related reports; producing data for administrative staff. Work also includes maintaining accurate data from a variety of sources. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Collects, categorizes and analyzes routine and complex data from a variety of sources.

Develops detailed reports and analysis summarizing department activity and performance.

Performs custom analysis producing summary reports for administrative and organizational review.

Identifies data integrity and collection issues within the reporting systems; works with Information Services to develop solutions.

Identifies and evaluates fire records management system improvements; plans for long term sustainability.

Provides reporting system training to new employees and to the department as needed.

Provides data to the National Fire Incident System and to the State of Nebraska as required.

Tracks and administrates LFR technology assets including in-station computer and office equipment.

Establishes and administers a data retention plan as indicated in State Law and Municipal Code.

Acts as the point of contact between Information Services and the department.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of Microsoft Office products, including Excel, Access and SQL server.

Thorough knowledge of data analysis, data modeling, and data mapping.

Thorough knowledge of relational data integrity.

Knowledge in data analytics.

Ability to extract, analyze and compile necessary data from various records and reports.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with supervisors, co-workers and customers.

Ability to exercise independent judgment, prioritize projects and manage multiple requests for information.

Ability to maintain the confidentiality of information.

MINIMUM QUALIFICATIONS

Graduation from a four year college or university with major course work in computer science, research methods, statistics or related field and two years of experience in research or analysis; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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