

**The City of Dallas
Class Specification**

Title:	Data Analyst	Class Code:	36529
Application:	Career Series	Pay Grade:	M
Supplemental/Code:	Professional/1	Established:	10/01/14
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose:

Analyzes and studies the data collected to reveal ways to improve a business entity; or databases and the data entered into those databases to help better business decisions. This position conducts studies, gathers and analyzes data from various databases and sources, develops reports, summaries, recommendations, and visual representations, performs statistical programming and provides consultation and technical assistance.

Essential Functions:

1. Collects compiles and analyzes data from various databases and performs statistical analysis.
2. Performs research and compiles data from various databases and/or sources.
3. Designs and prepares standard and ad hoc reports and summaries for statistical analysis and planning purposes.
4. Meets with City departments to determine their information and business needs.
5. Analyzes client requests and provides guidance and technical assistance in obtaining accurate information from the City's core data source.
6. Develops and/or conducts workshops and seminars on data analysis, data interpretation and related topics.
7. Documents procedures for future reference and may make recommendations for data analysis process improvements.
8. Counsels clients in interpreting and summarizing statistical results.
9. Performs statistical programming utilizing a variety of statistical software packages to summarize data and create reports and/or visual representations.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Thorough business orientation and strong analytic ability to derive and translate data designs from business concepts.

Through knowledge in developing, promoting and rolling out new data functions.

Knowledge and/or training in Data Analysis, Data Modeling, Dimensional Modeling and Data Warehouse concepts.

Knowledge of data modeling tools.

Ability to successfully work on multiple projects simultaneously, in a fast-paced environment.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public

Excellent relationship building and leadership skills along with a strong customer service orientation.

Ability to thrive when given broad objectives with minimal supervision, enjoy a fast paced “startup” like environment.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily and exhaustive list of all responsibilities, duties and skills required.