

Data Analyst Tompkins County

Department: County Administration
Classification: Competitive
Labor Grade: Confidential Grade 65
Approved: 6/15/2021 Res 2021-129
Revised: 1/2023
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree **AND** three (3) years of full-time paid (or the equivalent part-time, and/or volunteer) experience in acquiring, analyzing and interpreting data, and/or developing and implementing data collection, maintenance and communications systems; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree **AND** five (5) years of full-time paid (or the equivalent part-time, and/or volunteer) experience in acquiring, analyzing and interpreting data, and/or developing and implementing data collection, maintenance and communications systems; **OR**
3. Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of full-time paid (or the equivalent part-time, and/or volunteer) experience in acquiring, analyzing and interpreting data, and/or developing and implementing data collection, maintenance and communications systems; **OR**
4. Any equivalent combination of training and experience as described in (a), (b) and (c) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS for positions at the Community Justice Center:

This position reports to the Project Director for the Community Justice Center and is responsible for reviewing, analyzing and organizing data to support the implementation of the Reimagining Public Safety recommendations. This technical position will be responsible for collaborating with City/County Offices Departments to understand the current information technology landscape, provide recommendations for processes and procedures to move initiatives forward and to facilitate work groups. The Data Analyst will work from problem definition to implementation and provide support for the system designed as needed. The Data Analyst position will also be responsible for translating complex information, explaining the results and potential impacts to diverse audiences especially community members. Considerable leeway is allowed for the exercise of independent judgment when planning and carrying out the work methods and procedures with commensurate responsibility for technical results. This position requires the ability to work with a high degree of autonomy making daily independent judgments in coordinating with County/City Offices and Departments. The Data Analyst will perform other related duties as required.

DISTINGUISHING FEATURES OF THE CLASS for positions at the District Attorney's Office:

This position reports to the District Attorney and is responsible for collecting, reviewing, analyzing and organizing data from the District Attorney's Office. This technical position will be responsible for collaborating with City/County Offices Departments to understand the current information technology landscape, provide recommendations for processes and procedures to move initiatives forward and to facilitate work groups. The Data Analyst will work from problem definition to implementation and provide support for the system designed as needed. The Data Analyst position will also be responsible for translating complex information, explaining the results and potential impacts to diverse audiences especially community members, in direct consultation with the District Attorney. The Data Analyst will perform other related duties as required.

TYPICAL WORK ACTIVITIES:

- Supports the integration of new information and/or technology to implement the Tompkins County and City of Ithaca Reimagining Public Safety Recommendations across Tompkins County and City of Ithaca Offices and Departments;
- Organizes data in meaningful and understandable manner for all involved stakeholders;
- Analyzes system-level data through an equity-lens.
- Facilitates dialogue between departments to understand and address systems concerns;
- Conducts research and proposes solutions for systems-level issues;
- Conducts quality assurance checks to ensure accuracy in output analyses and/or interpretation;
- Develops and implements meticulous quality control and record-keeping procedures to ensure the highest levels of data integrity;
- Translates findings into recommendations, strategy, and change management practices for impacted stakeholders;
- Designs and runs regression models and provides interpretation of the results;
- Coordinates activities with other County and City Agencies to assure timely project completion;
- Prepares technical reports and presentations that can be distilled by the non-technical reader and reviewer;
- Participates and engages with community members through forums, presentations and meetings to understand, explain, and clarify the impact of the current information systems;
- Collaborates with Public Information Officers to develop and present data using creative and innovative methods;
- Develops and facilitates training as needed to implement plan recommendations;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the County's and City's data-gathering policies, processes and procedures;
- Ability to analyze, organize and simplify complex data;
- Ability to maintain data integrity and confidentiality;
- Knowledge of concepts and presentation of compelling data visualization
- Knowledge of the practices and procedures to use data to engage community, specifically communities of color;
- Adept at implementing and achieving solutions that are driven by data and leads of measurable outcomes;
- Analytical reasoning ability, resourcefulness, dependability;
- Ability to communicate effectively both orally and in writing;
- Excellent written communication skills, including analytical report writing;

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Otherwise, the position requires only minimal physical effort which, for the most part, is performed while seated or standing at a desk, but can include some walking and/or handling light boxes or supplies. The employee's ability to communicate (verbally and in writing) must be such that they are able to understand and carry out complex detailed instructions and/or share information to ensure adequate delivery of services. The employee often experiences tight deadlines, rush orders and frequent exposure to distressing human situations. As a result, considerable interpersonal skills are needed to advise and guide program participants on the best use of their benefits and/or to plan and coordinate inter-group cooperation when it comes to coordinating with third-party providers. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. Operation of such machinery requires considerable precision, manual dexterity, knowledge and skill. There are minimal hazards or risks associated with the performance of this work. The work is performed indoors, in an office setting, in a temperature-controlled environment and the incumbent is not generally exposed to disagreeable working conditions.

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