



JOB DESCRIPTION
JD

Dept.:	HQ
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Issued Date:	4/08/2022

Or Job Title	Data Analyst
Business Component	
Job Location	HQ
Classification	Non-Exempt
Reports to	
Job Description	<ul style="list-style-type: none"> • Work with a team of analysts and other associates to process information. • Structure large data sets to find usable information. • Establish KPIs to measure the effectiveness of business decisions. • Building the ad hoc analysis report to support the business needs.
Key Responsibilities	<ul style="list-style-type: none"> • Acquire data from primary or secondary data sources and maintain databases/data systems. • Identify, analyze, and interpret trends or patterns in complex data sets. • Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. • Work with management to prioritize business and information needs.
Abilities & Qualification	<ul style="list-style-type: none"> • Knowledge of statistics and experience using statistical packages for analyzing datasets. • Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy. • Proficiency in Microsoft Excel • Knowledge of languages such as SQL, Python.
Education	<ul style="list-style-type: none"> • BS or above level in Mathematics, Economics, Computer Science, Information Management or Statistics
Physical Requirements	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <ul style="list-style-type: none"> • This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Individuals may need to sit or stand as needed. This position may require walking primarily on a level surface for periods of time as well as reaching above shoulder heights or below the waist or lifting as required to file documents or store materials throughout the workday.