

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1807

TITLE: DATA ANALYST II

GRADE: S-27

DEFINITION:

Under general supervision, performs a variety of professional data management and data analysis duties required to support business units and users; provides training and guidance; may assist the most senior-level data analysts; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This journey-level class performs data analysis and information design work. It is distinguished from the Data Analyst I class in that the Data Analyst II performs more complex work. For example, the Data Analyst II resolves problems related to data standards, provides employee training in the use of data tools, supports development and testing activities and evaluates administrative processes for data analysis purposes.

The Data Analyst II is distinguished from the Data Analyst III in that the Data Analyst II performs work of routine to moderate complexity in a single role on selected initiatives and typically within a limited range of relevant subject areas, whereas the Data Analyst III serves as the advanced technical expert serving in multiple roles, undertaking multiple initiatives, and providing expertise in multiple subject/domain areas.

ILLUSTRATIVE DUTIES:

Develops data sets and extracts, data standards, and data models to ensure complete, correct, accessible and shareable data for information technology development projects;

Gathers and documents business data, information and analytics requirements

Assists with and/or develops logical business models;

Prepares physical database design and consolidation, standardization, cleansing, migration, or upload of data;

Assists with planning and facilitating user requirement sessions for data analysis, data standardization, and data ownership;

Analyzes business forms, reports, processes, practices, and procedures;

Identifies data subject areas, data entities, attributes, relationships, information types, domains, and constraints;

Develops structured diagrams, including data flow, entity life cycle, hierarchy, entity/relationships, conceptual schemas, and association matrix diagrams;

Assists with identifying physical implementation requirements such as denormalization, data types, defaults, keys, transformations, referential integrity, and screen/script mapping;

Assists with coordinating the development of logical data standards, definition standards, domain, and type standards, and with the resolution of related conflicts;

Assists with the development of the corporate information architecture and policies;

Maintains metadata, reporting objects, data repositories, and data dictionaries;

Assists with the selection, implementation, and training of data administration practices and data access and CASE tools;

Designs and runs database queries to assess or validate data;

Performs data cleansing and transformations to assess data quality;

Supports data testing and analysis for initiatives of higher complexity;
Attends training workshops, product demonstrations, conferences, technical briefings, and conventions;
Serves on committees and task forces;
Undertakes special projects;
Stays abreast of technology changes;
Provides assistance to other staff, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of information systems and the components that process data;
Knowledge of the principles, practices, and methods related to information architecture;
Knowledge of data administration areas such as policies and standards, data definition, modeling and logical design, database design, and quality control;
Knowledge of data concepts such as syntax, taxonomy, and hierarchy;
Knowledge of relational databases (such as Oracle or DB2) and CASE tools;
Skill in brainstorming, presenting, sharing, discussing, and defending ideas;
Skill in problem-solving, with appreciation and respect for diversity of differing professional views;
Skill working with data modeling tools and relational databases;
Ability to establish and maintain effective business relationships;
Ability to help stakeholders effectively resolve issues related to cross-agency data sharing, usage conflicts, and data inconsistencies;
Ability to follow special formatting requirements and conventions in work products;
Ability to establish and maintain appropriate version control over work products;
Ability to communicate effectively, both orally and in writing;
Ability to make use of provided resources and seek guidance as needed;
Ability to analyze and evaluate administrative processes and procedures for data analysis purposes;
Ability to conduct research into new information technology;
Ability to prepare user manuals and systems documentation;
Ability to translate technical terminology into simple language and concepts;
Ability to train employees in the use of data access tools.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited four-year college or university with a degree in Information Technology, Information Systems, Computer Science, Business Administration, or related field AND coursework in analytics, biosystematics, biology, information architecture, engineering, library science, statistics, sociology, demographics, and/or marketing, PLUS
Three years of data analysis and information experience in an academic, data administration, or analytics environment that involves using data modeling, ad hoc query, or business intelligence tools, relational databases, metadata and/or taxonomy.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Must successfully complete a criminal background investigation prior to appointment and be re-certifiable throughout employment tenure;

Some positions identified by departments must execute IT Employee Agreement acknowledging obligations under information security and privacy requirements in light of broad access to systems and data in the performance of job duties.

REVISED: July 30, 2007

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