SHAWNEE COUNTY, KANSAS
Position Description
Data Analyst

POSITION CONTROL NUMBER: DF1286   **FLSA STATUS:**   N

POSITION DESCRIPTION

Under general supervision, this position performs specialized technical work in the identification, capturing, management, and analysis of identified data points related to the operation of the detention and community corrections operations. Coordination and collaboration with department staff who have specific areas of data collection from one or more systems, so that a master structure can be designed and maintained to bring collected data before managers for analysis and relevant implementation of data-driven adjustments to agency operations and strategic planning. Moderate interactions with agency management and administrative staff. Preparation of identified reports. One of the agency's Deputy Directors supervises this position.

WORK PERFORMED

30%   **Data Collection and Mining.** Facilitates the collection and mining of data from multiple agency-relevant systems through collaboration and coordination with other staff. Guides building a standardized protocol for the collection and mining of data to improve consistency and efficiency in processes and outcomes.

30%   **Data Analysis.** Utilizes data and information gathered to identify, track or forecast specific inmate / juvenile / client demographic information patterns, outcomes (e.g., recidivism rates), population trends, and programmatic success or failure indicators. Verifies the reliability and validity of data. Educate administrative personnel on data, trends, and forecasts long-term outcomes and needs associated with population information.

20%   **Data Reporting.** Develops and maintains a standardized and professional format for the reporting of data for department administration use. Directs the development of the agency's annual internal and external reports. Conducts research, writes reports, and delivers presentations to assist with the development of agency strategy.

10%   **Policy Development and Compliance.** Assists with the development and review of policies and procedures that affect the agency's data collection, processing, storage, presentation, and analysis. Maintains awareness of applicable agency policy that relates to position, and ensures compliance.

10%   **Special Projects, Analysis and Research.** Completes other duties and special projects according to the needs of the organization. Assists in the capture and presentation of data in support of agency grant applications. Will be required to attend meeting with stakeholders to assist in identifying key data points necessary for special projects or grant programs.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:
- Database applications.
- Proficient in Microsoft Office Suite or related software applications.
- Correctional and/or geographical mapping environment.
- Research methods and techniques.

Ability to:
- Effectively listen, speak, write, and interact tactfully in a work group or with the public.
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration as relates to data.
- Gather, analyze, and interpret complex information, follow instructions, and take responsibility for work assignments. Effectively and thoroughly analyzes and organizes detailed, complex, and confidential information.
- Make decisions independently and as a part of the group decision-making process. Guides other employees in using problem solving and decision-making skills.
- Communicate effectively, both orally and in writing, using the English language.
- Basic understanding of networking, client-server computing concepts, database design concepts.

Skill in:

- Strong time management skills with the proven ability to meet deadlines.
- Strong verbal and written communication skills.
- Strong interpersonal skills.
- Excellent organizational skills and attention to detail
- Excellent analytical and problem-solving skills.

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PHYSICAL REQUIREMENTS

N-Never   **O**-Occasional (1%-33%)   **F**-Frequent (34%-66%)   **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					**BODY/TRUNK**					**OTHER**				
Reaching			X		Sitting		X			Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation		X		
Climbing		X			Reaching		X			Unprotected Heights		X		
Throwing		X			Lifting		X			Around Moving Machinery		X		
ARMS					Carrying		X			Driving Automotive Equipment		X		
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting			X		Twisting		X			Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying		X			Turning			X		Noise Levels (Excessive)		X		
Throwing		X			**LEGS/FEET**					Electrical Hazards	X			
EYES					Walking		X			Slippery Surfaces		X		
Near Vision				X	Standing		X			Work Above Ground		X		
Far Vision				X	Sitting		X			Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in				
Hearing				X	Lifting		X			Temperature and Humidity		X		

EQUIPMENT USED

Personal Computer   Printer   Tablet Computer   Telephone
Scanner   Photocopier Calculator   Office Furniture
Vehicle   Cell Phone

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university with major course work in Data Science and Visualization, Business Analytics, Data Analytics, Information Systems, or related field, or is undergoing an internship for the degree (for intermittent staff).

- No felony convictions.

- Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).

- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____   _____
Employee's Signature / Printed Name   Date

_____   _____
Administering Supervisor's Signature / Printed Name   Date

_____   _____
Appointing Authority's Signature / Printed Name   Date

Created: 06/24
Revision History: 06/24