**Class Summary**

The responsibilities of this classification include preparing data for analysis and supporting or leading the analysis and interpretation of standardized data sets under the supervision of higher-level staff. Incumbents work on well-defined assignments with more challenging work overseen by a more experienced data analyst or manager.

**Distinguishing Characteristics**

This classification is the first level within a three-level series. This position is distinguished from the Human Services Data Scientist in that the Human Services Data Scientist is responsible for independently planning and conducting original analyses under minimal supervision.

**Examples of Duties**

1. Prepare data for analysis; transform data into valuable and use-case-specific data.
2. Investigate data characteristics, complexity, quality, and meaning. Develop recommendations to define performance and identify trends, outliers, and drivers.
3. Assist in the evaluation and validation of performance models and analysis.
4. Match data to requirements and performance metrics to support analysis.
5. Update standard queries following established procedures.
6. Develop routine reports, algorithms, models, dashboards, and tools; document tables and data to prepare reports and queries.
7. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of reporting dashboards

Skill in oral and written communication

Skill in providing customer service

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | Human Services Data Scientist-Associate, Human Services Data Scientist, Human Services Data Scientist-Senior |
| **Class History** | 08/2023 - Created |