

Job Title: District Data Analyst

Grade 7 - NE

Job Location: District Office

Major Duties:

This is a professional position that will report directly to the Chief Probation Officer and work cooperatively with the Office of Probation Administration. This position coordinates all components of statistical data information for the District. The district data analyst has responsibilities in the creation and management of data associated with application dependencies, including but not limited to correct or correction of entry processes, enforcement of system policy, analyze district processes and make recommendations for changes. Similarly, this person will be the liaison between probation staff and administration where the management information system is applicable. This person will be a tester, trainer and issue tracker for the district on the management information system. Additionally, this person will provide training and support at the District level for e-mail, word processing and overall computer and software issues. Work at this level involves functioning as a leader, facilitator, advocate, and trainer. Direction is received from the Chief Probation Officer or designee and the Office of Probation Administration who reviews work through reports and evaluation of operational results, however, the employee is expected to exercise a high degree of initiative and judgment in the performance of assigned responsibilities.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Utilize standard and ad hoc reporting tools in the collection, preparation and archiving of detailed statistical data for weekly, monthly or annual reporting.

Develop and maintain a process regarding data maintenance and management of probation/offender data including the cleansing/standardization of such data that results in report development.

Provide quantitative and qualitative reports to the Chief Probation Officer or designee regarding database irregularities.

Provide information technology training for all new employees.

Train existing staff on changes pertaining to information technology or new software.

Contribute to the team effort in supporting evidence-based practices and the vision and mission of the Nebraska Probation System.

District Data Analyst (cont.):

Qualifications for the Job:

Post high school coursework/training in computer information or statistical analysis. A Bachelor's degree or higher in statistics, business, applied mathematics, sociology, or related field is desired. Work experience could be substituted for education. Undergraduate or graduate work in data analysis, computer support or training is also desired.

Knowledge, skills, and abilities required on the job:

Knowledge of agency policies, procedures, protocols, and guidelines related to office support procedures; agency policies, procedures, protocols and guidelines related to statistical support operations; standard sources of data information, and material necessary to carry out assigned duties; deadlines for completion of standard reports.

Ability to learn all computer and other information technology applications utilized by the Nebraska Probation System and develop a working knowledge of each.

Capacity to deliver data analysis reports in report/presentation formats.

Ability to communicate regularly and effectively with team members and supervisory staff.

Ability to identify and point out system or process issues when noticed and engage team members in problem-solving.

Ability to facilitate satisfactory communication and resolution of data analysis issues.

Proficient computer skills including but not limited to utilization and training in the following applications: email, word processing, spreadsheets, databases analysis, presentation software, and database query software.

Ability to display a professional demeanor; establish and maintain effective working relationship with criminal justice personnel, stakeholders, and the general public.

Working Conditions:

Some travel may be required.

Sitting behind a computer for extended periods of time.

Lifting heavy items may be required.

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