



OFFICE OF THE STATE AUDITOR

DATA ANALYTICS SPECIALIST

Posting Number 2013-10

SALARY RANGE: \$48,452.00 - \$72,678.00 (Commensurate with experience)

GENERAL STATEMENT OF THE DUTIES:

The Data Analytics Specialist is responsible for understanding and documenting business requirements, analyzing data from internal and external sources, identifying the data required for extraction, and working with the development team to identify strategies to extract, transform, load and test results.

SUPERVISION RECEIVED:

Reports to the CIO/Director of Information Technology

DUTIES AND RESPONSIBILITIES:

- Work with business units to identify the data and analysis requirements for reports and data analysis projects.
- Document data models and protocols for mining production databases in conjunction with data owners and department managers.
- Assist in the development of data management policies and procedures.
- Work with IT development staff to coordinate the creation and management of data analysis tools.
- Identify sources of data and data fields for reports, mapping, and computations required to create metrics for reports.
- Analyze and investigate health care data and identify metrics for project use.
- Assist with research, development, and monitoring, reporting and special projects as requested.
- Apply quality assurance best practices for data mining/analysis services.
- Develop, implement, and maintain change control and testing processes for modifications to data models.
- Create and document data definitions for new database file/table development.
- Collaborate with database and disaster recovery administrators to confirm that effective backup is taking place.
- Collaborate with staff at all levels throughout the OSA as necessary to perform data analysis tasks.
- Perform related work as assigned.

MINIMUM QUALIFICATIONS:

The successful candidate will possess and/or demonstrate:

- Bachelor's degree in public policy, public administration, computer science or a related field. At least three (3) years' experience in research, analytics or related field.
- Ability to understand complex requirements and present data in an accurate, understandable and relevant manner.
- Strong understanding of data mining models, structures, theories, principles, and practices.
- Strong familiarity with data preparation, processing, classification, and forecasting.
- Working technical experience with relational database servers, including MS SQL Server 2008 and beyond.
- A basic understanding of statistics and how they are applied to data.
- Direct experience with data management techniques.
- Ability to research and gather relevant information from trusted and accurate sources to prepare internal analysis and final reports.



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- Proficient in Microsoft Office applications and MS SQL.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Proven analytical and problem-solving abilities.
- Highly self-motivated and directed.

PREFERRED QUALIFICATIONS:

Demonstrated experience and expertise in the following areas will also be important considerations:

- Master's degree in public policy, public administration, computer science or a related field.
- Solid understanding of statistics and experience with a statistical package such as "R", SAS, SPSS, Matlab, BMDP, JMP, Minitab, Revolution R, S-PLUS, Stata, Statistica, or Systat.
- Experience in public policy analysis.
- Knowledge of and experience with research methodologies.
- Demonstrated ability to build effective relationships across diverse internal and external groups.
- High potential for strong and immediate contributions.

Salary is commensurate with experience.

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than March 1, 2013 to OSA.applications@sao.state.ma.us

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