# OFFICE OF THE STATE AUDITOR

## DATA ANALYST I
## BOSTON OFFICE

**Posting Number 2022-18**

**SALARY RANGE (CSA229) Grade 13: $62,904.51 -- $94,356.76/yr.  (Commensurate with experience)**

### GENERAL STATEMENT OF DUTIES

The Data Analyst engages in projects to address key information needs of the OSA and enhance the OSA's efforts to assimilate data analytics into its work processes.  Data Analyst is responsible for extracting, aggregating and visualizing critical data to derive value and insights to support the work of the OSA.

**Please note that in response to COVID-19, OSA has developed a hybrid work model. Beginning in January 2021, employees will be expected to work 40% of their work week in office, with 60% telecommuting. Also, as a requirement of employment, all OSA employees are required to provide proof of COVID-19 vaccination, or provide a negative COVID-19 PCR test weekly in order to access offices or worksites.**

### SUPERVISION RECEIVED

Receives general supervision and direction from the Director of Data Analytics.

### SUPERVISION EXERCISED

Provides technical supervision over 1-3 contract personnel on an as needed or project basis.

### DUTIES AND RESPONSIBILITIES

- Understand the data structure and metadata available in all OSA technical environments.

- Develop SQL queries to extract, manipulate, and summarize information.

- Assist team members in analysis of given data and draw correct inferences, in keeping the objectives of the analysis in mind.

- At management direction work with agency stakeholders on content clarity and meeting technical requirements.

- Review requests for service / assistance created by other OSA business units for quality and proper documentation.

- Translate data service requirements and summarize, calculate or model data using OSA standard tools.

- Assist Data Analyst II with mentoring analysts from other business units on analytic practices and the use of the OSA's analytic tool set.

- Ensure compliance with HIPAA and other Federal and State required data policies/best practices.

- Interface with audit teams and external organizations assisting in the analysis of audits.

- Analyze complex internal / external data, identify anomalies, trends and risk.

- Address ad-hoc analytics requests to support projects.

- Support and perform data acquisition/data collection and data discovery.

- Prepare written summaries with supporting documentation/data readily available to accompany results of analyses.

- Manage relationships and establish proactive cross functional interaction with auditors, business managers and IT specialists.

- Explain clearly what the data and results indicate and how it can be utilized to support the project objectives.

- Assist teams with oral and written presentations to internal or external entities during and at the conclusion of projects.

- Present across multiple levels of management and teams with strong comprehension of multi-domains to create narratives with data.

- Maintain up to-date skills of new languages, tools and technologies.

## MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- A Bachelor's Degree in a related discipline (Finance / Accounting, Statistics, Economics, etc.).

- Demonstrated ability in writing T-SQL and using SSMS or other query tools.

- Demonstrated ability in data analysis and visualization tools (Qlik, Cognos, ArcGIS, Tableau).

- Ability to work with large datasets.

- Knowledge of data analysis techniques.

- Highly organized with attention to detail.

- Flexibility to meet continuously changing priorities and challenges.

- Advanced Excel capabilities and related data manipulation required.

- Knowledge of data analytics, data modeling and data visualization.

- Advanced Excel capabilities (i.e. pivot tables, VLOOKUP function, graphing).

- Ability to visualize the analytics results in effective manner.

- Exposure to database concepts to help acquire, query and maintain the data environment (MS SQL or others).

- Excellent written and verbal communication skills.

- Ability to read, write and comprehend the English language.

- Solid customer service and relationship management skills.

- Proven ability to work autonomously and in teams.

- Experience with relational database structures and multidimensional data structures.

## PREFERRED QUALIFICATIONS

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

- A minimum of three years of job experience in a similar role.

- Demonstrated ability to build effective relationships across diverse internal and external groups.

- Ability to use analytical techniques such as critical and conceptual thinking to objectively analyze situations.

- Experience with social network visualization tools.

- Experience in data mining.

- A degree in accounting or finance or relevant experience a plus.

- Experience in analytics software languages (R, Python or others).

- Experience with statistical analysis such as linear regression, logical regression, factor analysis, discriminant analysis and cluster analysis.

- Experience translating complex quantitative analysis to a non-technical audience.

- Strong understanding of the effective utilization of data analytics.

- Proficient in SQL and demonstrated ability in data analysis, business intelligence and visualization tools i.e. QlikView/Sense, Tableau or alternative data visualization package.

- Experience using data in a public policy context.

***No Phone Calls Please*:**
To apply, please submit an electronic copy of a cover letter and resume, no later than **August 1, 2022** via the MassCareers website: Click Here

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