



OFFICE OF THE STATE AUDITOR

DATA ANALYST

Posting Number 2015-35

SALARY RANGE (Grade 13): \$50,000.00 - \$75,000.00 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

The Data Analyst (Data Analyst) engages in projects that develop solutions needed 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 designing and constructing algorithms for the OSA Analytics Team, development of delivery mechanisms for analytic output (data sets) for use in audits or investigations, ad hoc report development and the design of mechanisms to distribute ad-hoc reports.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

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

DUTIES AND RESPONSIBILITIES

- Design, develop and construct algorithms for use in the OSA's data analytic tool set.
- Support the business reporting needs by designing, developing, and implementing various forms of informational reporting, including testing and migration.
- Understand the data structure and metadata available in all OSA technical environments.
- Employ statistical and machine learning tools to undertake complex analysis.
- Develop SQL queries to extract, manipulate, and calculate information.
- Assist team members in analysis of given data and draw correct inferences, in keeping the objectives of the analysis in mind.
- Write reports (including ad-hoc) requested by the Auditor, Deputies, and Directors etc.
- At management direction work with agency stakeholders on content clarity and meeting technical requirements.
- Audit reports for quality assurance that are developed by the data analytic team.
- Review reports created by other OSA business units for quality and proper documentation.
- Translate reporting requirements and model data using OSA standard tools.
- Mentor analysts from other business units on analytic practices and the use of the OSA's analytic tool set.



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- Translate complex quantitative analysis for non-technical staff members.
- 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 high profile audits.

MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- A Bachelor's Degree in a related discipline (Mathematics, Statistics, Physics, etc.)
- Proficient in SQL and demonstrated ability in data analysis and visualization tools (Information Builders, 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.

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.
- Experience with statistical analysis such as ANOVA, linear regression, logical regression, factor analysis, discriminant analysis, cluster analysis, t-tests, or Chi Squared Tests.
- 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.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as part of a team.
- Experience with RapidMiner and Centrifuge.
- Experience in data mining.
- Experience using data in a public policy context.



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No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than December 3, 2015 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the [OSA's Voluntary Self Identification Form](#), with your resume.

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