GENERAL SUMMARY
This program management and supervisory position leads a multi-disciplinary team of analysts that conducts policy-relevant research and analysis on issues in criminal justice and juvenile justice systems, human services, health and health systems, behavioral health, and other County programs. This position oversees staff, coordinates activities, and performs work that involves complex data, analytic tools, statistical methods, and modeling for multi-departmental or multi-external agency projects and processes. The Data Analyst Supervisor facilitates and coordinates activities among business and data teams and oversees the conduct of advanced research studies to evaluate social, behavioral, or health-related programs and services including development and/or refinement of demographic, budget, and programmatic forecasts.

SERIES CONCEPT
This classification is distinguished from other Data Analyst classifications by responsibility for service delivery and supervision over a team of Data Analysts. This job series consists of three levels. This job class is the third level in the series and has full supervisory responsibility over staff assigned.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Supervise and coordinate activities of a designated team; determine work procedures, prepare work schedules, and devise methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Work with Finance Department colleagues, other County department staff, and management to proactively develop models and analytic approaches that can be reliably applied in a timely and effective manner.
- Identify and select appropriate descriptive and analytical procedures.
- Implement applicable study processes; write reports; and recommend options and alternatives based on the research and analysis conducted.
- Perform technical and project management for internal and external research and analytic studies.
- Consult and coordinate with County departments and external agencies to identify data sources, analysis tools and requirements, and appropriate methods and analytic approaches to examine research questions and topics with County-wide and regional significance.
- Conduct presentations and/or briefings on all aspects of assigned projects.
- Perform technical and project management for internal and external research and analytic studies.
- Develop and manage project plans, work estimates, and manage risk so that analytic work products are successfully conveyed to decision makers in a timely manner.
• Investigate grievances involving subordinates and recommend resolution; recommend promotional
and disciplinary actions; approve leave requests and overtime; assure adequate coverage during staff
absences.
• Conduct performance evaluations and develop performance measures and standards.

Other Job Functions
• Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Bachelor’s degree in mathematics, data science, statistics, computer sciences, business/public
administration, or related field. Four years of data analysis, statistics, or business analysis experience;
and, one year of experience in a project lead role is required. Positions in specific program areas may
require program-related experience. Additional education or experience that clearly indicates the ability
to perform the essential functions of the position may substitute equally on a year-for-year basis.

Licenses or Certifications

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.
Fingerprint and in-depth criminal history check will be required. Work a flexible schedule, which may
include evenings, weekends, and holidays. May be subject to responding to emergency situations on a
twenty-four-hour basis.

PREFERRED QUALIFICATIONS
Experience in programming or system integration work is preferred.

SUPERVISION
Work is performed under general supervision from the Assistant Director for Finance and Performance
Management. Work is reviewed through meetings, reports, and results achieved and compliance with
regulations, policies, and quality of supervision. The position has full supervisory responsibility over
staff assigned.

COMPETENCIES

Knowledge of:
• Principles and practices of effective supervision.
• Windows operating systems, common software applications, database design, and advanced
  statistical software tools.
• Statistical and analytical methodologies and procedures to include multivariate methods and modeling
  techniques.
• Database construction and management.
• Analysis of data from secondary, administrative, and criminal justice data sources.
Skill in:
• Working with a variety of individuals from diverse backgrounds.
• Statistical modeling and analysis including multivariate, demographic, and econometric methods.
• Effective project planning and management.
• Identifying business workflow and requirements.
• Common business analysis practices, documents, and diagrams.

Ability to:
• Plan, coordinate, and implement projects.
• Work independently and as part of a team.
• Provide detail-oriented project management with strong consultative skills.
• Manage multiple competing priorities in a fast-paced environment. Effectively coordinate, preform, and complete multiple duties and assignments concurrently and in a timely manner.
• Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational, and economic backgrounds.
• Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
• Meet the traveling requirements of the position.
• Perform the physical requirements of the position; works within the established working conditions of the position.
WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. There is some walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting up to 20 pounds, associated with the job duties.