



CITY OF CHATTANOOGA
Established Date: Jun 28, 2007
Revision Date: Mar 1, 2021

Data Analyst

Class Code:
0000209

Bargaining Unit: None

SALARY RANGE

\$1,213.38 - \$1,909.77 Biweekly
\$31,548.00 - \$49,654.00 Annually

SUMMARY:

Incumbents in this classification are responsible for performing research and analysis on a wide variety of data. Typical duties include developing and maintaining various databases; analyzing data and developing forecasts; creating forecasting models and developing and recommending strategies based on data analysis. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Data Analyst is a stand alone classification.

EXAMPLES OF DUTIES:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Develops and maintains databases utilized to collect data and information.

Analyzes data entered into applicable systems and makes forecasts and recommendations based on findings.

Develops and produces a variety of reports, graphs and presentations.

Creates forecasting models.

Develops and recommends operational strategies based on results of data analysis activities.

Develops strategies to manage and control data.

May make written and oral presentations using charts and graphs to inform investigators and commanders.

Compiles data and statistics using quantitative and qualitative methodology.

Employs principles and applications of mathematics and statistics, which may require knowledge of research methodology and techniques.

Compiles and compares various reports to ensure the accuracy, completeness and validity of information; ensures reports are submitted in a timely manner.

May research and resolve problems with reports, to include researching records to assist detectives, officers and/or other applicable individuals.

May coordinate activities with other departments and external agencies, to include verifying authorizations for disclosure or release of records and reports, processing records requests, as well as coordinating with other departments or jurisdictions in confirming, locating, and obtaining records.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Information Technology or related field and two (2) years of experience in data analysis.

If assigned to the Police Department, this is considered a safety-sensitive position requiring pre-employment background check, polygraph, drug screening, and fingerprinting. [Click here](#) to review CPD policy.

LICENSING AND CERTIFICATIONS:

Depending on departmental assignment, the following are preferred certifications:

- NCIC (National Criminal Information Computer) within 6 months of hire.
- TIES (Tennessee Information Enforcement System) within 6 months of hire.
- TCIC (Tennessee Crime Information Center) within 6 months of hire.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Knowledge of database development and management principles and practices; forecasting methods and data analysis techniques.

Skill in using a computer and related software applications; developing and maintaining databases; analyzing data and developing forecasts; creating forecasting models; developing and recommending strategies based on data analysis and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: Depends on departmental assignment

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.