

POSITION DESCRIPTION		AGENCY/DEPT ID
DIVISION OR INSTITUTION ADMINISTRATION	UNIT OR OFFICE MANAGEMENT PLANNING	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER	☐ Reclassification ☐ New Position ☒ Update		Position Hyperlinked to ☐ Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION DATA ADMINISTRATION MANAGER		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR		
	☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:		Bargaining Unit Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 A.M. TO: 5:00 P.M.				
	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	75	Under general direction supervises Data Analytics staff ensuring adherence to documentation criteria for reports, assessments & derived data; collaborates with assigned staff in developing new reporting and analytical solutions; manages work assignments; provides technical assistance to ensure appropriate collection and use of data; assists other analytics office professionals; conducts research and assists with resolution of complex data issues; provides access to data with context for decision making; analyzes data and prepares reports for performance measurement; assists staff with data access and manipulation; search large data sets for usable information; creates reports and presentations for business uses; correlates similar data to find actionable results; extracts data from multiple sources & systems; identifies & catalogs appropriate data; accesses databases & other source systems, coordinates with business subject matter experts & IT staff in order to ensure validity & completeness of data models & transformations; applies advanced statistical analysis & visualization techniques to identify data trends & relationships; utilizes analytics techniques to discover, confirm, & document associations, predictive models, & algorithms; applies analytical results to address practical business problems & opportunities in a format accessible to non-technical staff & stakeholders; provides guidance to business leaders regarding interpretation & applicability of findings in a business context (e.g. program effectiveness, resource allocation, utilization patterns); presents summary findings & recommendations to agency leaders; operationalizes analytics processes; collaborates with IT staff to select deployment methods; identifies and documents best practices; trains peers & business staff in use of analytics tools and techniques; remains current with relevant innovations and industry trends.		Knowledge of (8a) employee training development, (9b) supervision, (12)Office Management (Business &/or Public Administration), (13b*) IC policies & procedures, (14*), government structure and process, (22) electronic data processing (SQL, AS400, Power BI, etc.); Skill (25b) in operation of computer terminal & peripheral equipment (e.g., printers, modems, BI applications, AS400, ECM, Microsoft 365, etc.); Ability to (30r) deal w/many variables and determine specific action, including design & develop business plan (i.e, short & long term), (31h) use statistical analysis, (32x) develop complex reports & position papers, (33e) gather, collate & classify information, data, people or things, (34f) handle routine & sensitive contacts with government officials, business officials, consultants &/or public.	
JOB CODE 67171	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE		DATE

