INFORMATION ANALYST  
(Office of Inspector General)

MINIMUM QUALIFICATIONS: Four years of work experience in data analysis/management OR fact finding research, analysis and reporting, or an equivalent combination of education, training and experience

PREFERRED QUALIFICATIONS:  
- Graduation from an accredited college or university with a Bachelor’s degree in Computer Science or a related degree  
- Work experience in an investigatory or law enforcement organization

BASIC KNOWLEDGE OF:  
- Applicable computer software packages, including visualization software  
- Methods and techniques of data base analysis and design  
- Tools to query and analyze data in a relational database  
- Computer operating systems  
- Programming logic, data manipulation and integrated environments  
- Structured Query Language (SQL)  
- Quantitative data analysis methods

DUTIES:  
- Under the guidance of a Senior Forensic Data Analyst, use application tools to organize and convert information into user-friendly formats  
- Performs quality reviews of large volumes of data sets, resolves discrepancies of duplicate, incorrect, or missing information, and validates converted information  
- Conducts analysis of large data sets  
- Maintains comprehensive inventory of systems and databases used throughout the city services  
- Assists office senior management with identifying city data sources  
-Drafts statistical and narrative reports to summarize the findings of analysis work  
-Performs related duties as required

ANNUAL SALARY:  
Range: $53,736 – $87,564 (annual increases first three years)  
Starting $53,736; Post successful six-month review $56,280