



## **INFORMATION ANALYST**

### **(Office of Inspector General)**

The Office of the Inspector General's (OIG) Center for Information Technology and Analytics (CITA) has a new opportunity for an individual(s) with strong analytical mind, loves problem-solving and is civic-minded. The Information Analyst will conduct data analysis with both structured and unstructured large data sets and information, conduct data validations, create accurate reports, and create and redesign user-friendly dynamic Tableau dashboards to promote economy, effectiveness, efficiency, and integrity in City government.

#### **DUTIES:**

- Under the guidance from senior 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
- Assist with data collection and conduct analysis of large data sets
- Develop statistical and narrative reports to summarize the findings of analysis work
- Prepare and provide project presentations
- Performs related duties as required

**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 Data Science, Statistics, Information Management or a related degree
- Work experience in an investigatory or law enforcement organization
- Familiarity with interactive data visualization software products, e.g. Tableau, Power BI, and etc.

#### **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
- Report writing to summarize findings/results

#### **ANNUAL SALARY:**

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

#### **KNOWLEDGE SKILL AND ESSAY REQUIREMENT:**

A passing score on a knowledge skill test(s) and/or essay may be required.

**TRAVEL AND SCHEDULE:** Travel outside Chicago is not required.

**RESIDENCY REQUIREMENT:** Employees must be a resident of the City of Chicago and proof of residency is required at the commencement of employment.

## **WE VALUE DIVERSITY**

The Office of the Inspector General (OIG) is an equal opportunity employer.

OIG is an inclusive organization that hires and develops all its staff of all levels regardless of race, religion, color, ethnicity, national origin, ancestry, marital or parental status, sex, gender expression or identity, sexual orientation, physical or mental ability, age, veteran status, and all other characteristics protected by law.

OIG strives to create the kind of workplace where a socially diverse mix of people can thrive professionally. We pride ourselves in meeting our legal charge to promote economy, effectiveness, efficiency, and integrity in government. Through the hard work of our passionate and innovative team, OIG aims to serve every community with equity, respect, and dignity.

## **THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY AND MILITARY FRIENDLY EMPLOYER**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The City of Chicago does not participate in E-Verify (Employment Eligibility Verification System). In addition, employment at the Office of Inspector General is contingent upon a satisfactory criminal background check.