



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