



## **SENIOR FORENSIC DATA ANALYST** **(Office of Inspector General)**

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a Bachelor's degree in Computer Sciences, Information Technology/Systems, Business Administration or a directly related field, plus five years of data analysis or data management work experience, or an equivalent combination of education, training and experience.

**PREFERRED QUALIFICATIONS:** Work experience in an investigatory or law enforcement organization

### **DUTIES:**

- Develop and employ innovative techniques for data mining and exploratory analytics resulting in the extraction of critical, near real-time information.
- Develop advanced and statistical models and techniques to analyze large, complex transactional and operational data sets extracted from City source databases to assist in the evaluation of deviations and trends in support of investigative and regulatory activities.
- Create, update, and maintain comprehensive inventory of systems and databases used throughout the city services.
- Review and classify inventory of data across the City, and identify core data and associated hierarchies/taxonomy and lifecycle events.
- Design and conduct data quality testing of source data; review data flow and usage to identify risks due to poor data quality and processing inefficiencies.
- Assist office senior management with identifying city data sources.
- Under direction of office senior management, meets with information technology administrators assigned to operating departments and within external organizations (e.g., financial institutions, utility companies) to determine system compatibility with current applications.
- Compiles and generates statistical and narrative reports to summarize the findings of financial forensic analysis work.
- Assist in troubleshooting and maintaining office data storage systems.
- Work with OIG personnel office wide to implement a consistent process for receiving and delivering data analytical services.
- Provide technical expertise with external database connections, computer forensics, and financial forensic analysis.
- Identify training needs to ensure quality control of analysis work product.
- Assist Chief of Staff with project assignments.

**ANNUAL SALARY:** Range: \$89,928 – \$119,412 (annual increases)  
Starting \$89,928; Post successful six-month review \$93,924