



SENIOR INFORMATION ANALYST

(Office of Inspector General)

MINIMUM QUALIFICATIONS: Bachelor's degree plus two years of work experience in data analysis/management OR fact finding research, analysis and reporting of which one year is in programming and modifying computer applications, or an equivalent combination of education, training and experience.

PREFERRED QUALIFICATIONS:

- Work experience in an investigatory or law enforcement organization

MODERATE 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, extracts, indexes, merges, and tests large and multiple data sets from multiple external databases into a centralized internal database
- Conducts analysis of large data sets
- Uses 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
- Reviews and classifies inventory of data across the City, and identify core data and associated hierarchies/taxonomy and lifecycle events
- Assists OIG personnel with identifying city data sources
- Compiles and generates statistical and narrative reports to summarize the findings of analysis work
- Performs related duties as required

ANNUAL SALARY: Range: \$70,140 – \$94,848 (annual increase first three years)
Starting \$70,140; Post successful six-month review \$72,120