DATA MANAGEMENT JOB FAMILY
CAREER PATH

Data Analyst

This is a data management position accountable for applying and using experience in the field of data management in the preparation of moderate to complex data systems, analysis of specifications, and installation and testing of data management systems. Employees provide data modeling and design services and tune database applications for optimal performance. This position supports the design of detailed conceptual data models and translation into outline designs. Employees migrate data management systems into operational environments while ensuring data security and integrity. This position may provide technical leadership to first-level staff and runs moderate to complex data analytics tools. Employees act with independence and may be accountable for a significant portion of a large project/enhancement.

Knowledge, Skills, and Abilities

In addition to those identified in the previous levels within this career path:

Working knowledge of and the ability to demonstrate successful use of programming languages, computer equipment, and associated software/databases in the performance of duties.

Working knowledge of and the ability to demonstrate understanding of all assigned areas of data management, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate understanding of the agency's policies, procedures, rules, and regulations in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Possess and demonstrate successful management and prioritization of work within predetermined deadlines and stressful/adverse situations.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

DATA MANAGEMENT JOB FAMILY
CAREER PATH

Ability to demonstrate successful performance in the training and mentoring of junior staff.

Ability to demonstrate successful performance in the research, gathering, correlating, and analyzing of facts to develop reports, charts, recommendations, and/or solutions in the performance of duties.

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and three years of information technology experience with emphasis in data management or data integration.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

Pay grade: 28, 30

FLSA Status: Non-Exempt

Work Schedule: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

Effective: 02/01/2025   **Reviewed:** 02/01/2025   **Revised:** --