OFFICE OF THE AUDITOR GENERAL

DATA ANALYST III (Supervisory)

Position Description

AUTHORITIES AND RESPONSIBILITIES

Responsible for applying general and specific skills pertinent to the Office's data analytics program.

RELATIONSHIP OF THE POSITION TO OTHER POSITIONS

Exercises supervision over assigned personnel, tasks or assignments for which responsibility has been specifically delegated by the Chief Data Analyst. Under general supervision of Financial/Compliance Director, and when appropriate under, the direct supervision of the Principal of IS, Data Analyst IV or Chief Data Analyst.

PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS:

With limited need for direct supervision, the Data Analyst III may perform all or some of the following functions:

1. Gather, interpret, compile, and analyze data of governmental agencies.

2. Conduct interviews of agency staff to elicit factual information.

3. Produce detailed reports including graphs, tables, and exhibits.

4. Receive controlled assignments of increasing difficulty and responsibility.

5. Maintain a working knowledge of data analytic techniques and Illinois State government.

6. Performs other assigned or required duties.

CAPABILITY REQUIREMENTS

Education. The Data Analyst III requires a bachelor's degree in mathematics, statistics, computer science, information management, economics or another degree with a significant relationship to the above tasks.

Experience. Requires at least two years' experience in data analytics or demonstrated ability commensurate to the attainment of experience necessary. A Master's Degree from an accredited college or university, a CompTIA Data+ certification, or a certification as a Certified Analytics Professional may be substituted for one year of required experience.

Other Required Characteristics.   Strong written and verbal communication skills and strong quantitative skills. Requires knowledge of programming languages, data modeling, data mining techniques and reporting, and Enterprise Resource Planning systems and data. Must be able to work as part of a team, take initiative, and meet deadlines.

Desired Characteristics. May include but are not necessarily limited to: CompTIA Data+ certification, certification as a Certified Analytics Professional, or equivalent certification.

Effective August 2022