BOONE COUNTY
JOB DESCRIPTION

JOB TITLE: Data and Performance Analyst	**NEW:** ___	**REVISED:** X
	(Please check one)	
REPORTS TO: Director, Community Services	**FLSA:** Non-exempt	**DATE:** 08/2022
DEPARTMENT: Community Services		**JOB CODE:** 203

SUMMARY:

The Boone County Community Services Department (BCCS) administers the Children's Services and Domestic Violence Funds. The Data and Performance Analyst is responsible for expanding and coordinating the system of collecting, maintaining, analyzing and reporting all data that informs the BCCS. This position drives BCCS's analysis of outcomes and the impact of the funded key partner agencies.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Design, develop, and maintain data infrastructure, forms, surveys, and custom reports based on team input.

Develop and maintain standard and custom queries for data extraction.

Implement policies and protocols for data management that ensure data integrity, quality, accuracy, completeness, and timeliness.

Collect, compile, analyze, and prepare publications, data reports, and analytics for distribution to internal and external stakeholders.

Provide assistance to key partner agencies for all data and outcome reporting processes.

Assist in the summary, analysis, interpretation, and reporting of common outcome indicator data submitted by key partner agencies.

Collaborate with internal staff and other funders to arrive at community level data that demonstrates collective impact.

Research statistics and trends that could inform the work of BCCS funds and fulfill all data requests related to BCCS and other community research. Performs other duties as assigned.

KNOWLEDGE AND SKILL:
1. Proven analytical thinking, project management, and research skills
2. Ability to use data analysis and visualization tools
3. Self-starter with strong organizational skills
4. Detail and accuracy oriented
5. Ability to effectively work collaboratively with internal staff, other funders, key partner agencies, and community groups
6. Ability to keep current with a rapidly changing environment and adjust procedures as necessary

PHYSICAL DEMANDS:
The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 25-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:
This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:
Minimum of a Master's degree in Data Science and Analytics, Public Health, Public Administration, Statistics, Social Work or related field; Minimum of four years' experience working in database management, evaluation, quality improvement, research, or related area; Experience with qualitative and quantitative data analysis; Experience with database and data system design, development, analysis, and management.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.