City of Tempe

DATA AND RESEARCH ANALYST

JOB CLASSIFICATION INFORMATION

Job Code:	611	*Department*	Fire
Supervision Level:	Non-Supervisor	*State Retirement Group:*	ASRS
Status:	Classified	*Market Group:*	Data & Research Analyst
Safety Sensitive / Drug Screen	No	*Physical:*	No

Click here for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from supervisor and management staff.

May provide functional and technical direction to less experienced staff and/or college interns.

MINIMUM QUALIFICATIONS

Experience:	Three (3) years of developing and conducting research and analysis and/or applied social science research experience.
Education:	Bachelor's degree from an accredited college or university with major course work in statistics, math, social sciences, public administration, finance, business administration or degree related to the core functions of this position. A master's degree is preferred.
Additional:	Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform complex data analytics, research and data visualization that assists city stakeholders in making data-informed decisions that advance achievement of strategic priorities and initiatives.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all 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.

- Create and present detailed statistical analysis, charts, graphs, maps, dashboards and reports for decision-making purposes; present analyses in various internal and external forums with diverse stakeholders.
- Provide written and verbal communication regarding technical and complex data and statistical concepts and present in a way that can be understood by others who are not experts in those areas. Present analyses in various internal and external forums with diverse stakeholders.
- Work with internal and external stakeholders to collect and analyze data for strategic priorities and initiatives. Identify opportunities for process improvement and work to define improvements.
- Collect, organize, analyze, and disseminate significant amounts of data; interpret data and analyze results using statistical techniques to provide ongoing reports. Apply quantitative and qualitative statistical methodologies and data analysis techniques to identify, analyze, and interpret trends or patterns in data sets.
- Identify and acquire data from primary or secondary sources; query and extract data from a variety of sources such as relational databases or APIs.
- Implement best practice data management strategies; develop and maintain metadata; review and clean data to ensure data quality; and collect and organize significant amounts of data.
- Create and maintain automated reporting out of a variety of software applications. Effectively leverage city supported data management and visualization tools based on best practices and industry standards.
- Conduct survey research including development of a survey tool, program administration, analysis, interpretation, and reporting and produce detailed statistical reports summarizing survey results.
- Develop and maintain cooperative and professional relationships with employees and all levels of management to include representatives from other departments, stakeholders, municipal leaders and outside organizations.
- Serve as a data coordinator; assist in the annual audits of the department's performance measures and related data.
- Perform related duties as assigned.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
For more information about the City of Tempe's competencies for all classifications: [City of Tempe, AZ : Competencies](#)		

JOB DESCRIPTION HISTORY

Effective December 2022
Revised May 2024 (added add'l requirement "Must not be on the Office of Inspector General List of Excluded Individuals/Entitles")

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Data & Research Analyst | **Job Code: 611**

ENDURANCE / ENVIRONMENT / MOVEMENT	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
Sit				X
Stationary / Stand		X		
Move / Traverse		X		
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors	X			
Around, in or on water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist	X			
Crouch / Squat	X			
Kneel / Crawl	X			
Above Shoulder Level	X			
Below Shoulder Level	X			
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders	X			
Neck Range of Motion	X			
Traverse Uneven Surface	X			
Traverse Even Surface	X			

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and		X
Peripheral (ability to observe an area that can be seen up and down or to the		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)		X

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X	5-25lbs	X	N/A
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:

- May require working extended hours.

- May work alone for extended periods of time.

 - Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES

Machinery: bucket truck, riding mowers, backhoe etc.

Electrical: wiring, outlets, fuses etc.

Power Tools: push mowers, jackhammers, drills, chainsaw etc.

Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.

Personal Protective Equipment: Tyvek coveralls, hard hats, fall protection harness etc.

Excessive Noise exists when you raise your voice to communicate with someone who is 3 ft away.

Respirators: 1/2 face or full-face cartridge.

Hepatitis A and Hepatitis B vaccinations are offered to employees in the OSHA bloodborne pathogens

**Hearing test is required