

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Data Analytics	<u>SERIES NO.:</u> 6693
<u>MAJOR AGENCIES:</u> All Agencies	<u>EFFECTIVE DATE:</u> 12/08/2019

SERIES PURPOSE:

The purpose of the data analytics occupation is to recommend actionable business solutions & insights impacting agency goals & objectives to agency leaders through the use of statistical analysis & data visualization tools & techniques.

The advanced level class researches business problems & uses data analytics & statistical analysis to recommend business solutions.

GLOSSARY

Data Analytics - the process of examining data sets in order to draw conclusions about the information they contain, increasingly with the aid of specialized systems and software.

Data Analysis - a process of inspecting, cleansing, transforming, and modeling data with the goal of discovering useful information, informing conclusions, and supporting decision-making.

Data Visualization - the graphical representation of information and data using visual elements like charts, graphs, and maps, data visualization tools provide an accessible way to see and understand trends, outliers, and patterns in data.

Note:

This series does not include positions whose primary duties are identified in the following classifications:

- Management Analyst, 63211
- Statistician, 66912
- Business Process Analyst 1, 66961
- Business Process Analyst 2, 66962
- Business Process Analyst 3, 66963

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Data Analytics Specialist	66931	33	12/08/2019

CLASS CONCEPT:

The advanced level class works under managerial direction & requires advanced knowledge of data analytics tools & techniques in order to integrate data from multiple sources & systems, apply statistical analysis & data visualization techniques to identify data trends & relationships, recommend actionable business solutions & insights impacting agency goals & objectives.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Analytics Specialist	66931	14	12/08/2019	33

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Researches & identifies complex business problems & opportunities collaborates with business subject matter experts, IT staff, & agency leaders to define priorities, resources, & risks; identifies relevant performance metrics; extracts data from multiple sources & systems; identifies & catalogs appropriate data sources (e.g. agency data files, shared data lake, purchased databases), accesses databases & other source systems, coordinates with business subject matter experts & IT staff in order to ensure validity & completeness of data models & transformations; applies statistical analysis & visualization techniques to identify data trends & relationships; utilizes analytics techniques (e.g. regression, correlation, cluster analysis, classification, data mining, machine learning, data visualization) to discover, confirm, & document associations, predictive models, & algorithms;

Recommends actionable business solutions & insights impacting agency goals & objectives; applies analytical results to address practical business problems & opportunities in a format accessible to non-technical staff & stakeholders; provides guidance to business leaders regarding interpretation & applicability of findings in a business context (e.g. program effectiveness, resource allocation, utilization patterns, fraud detection); presents summary findings & recommendations to agency leaders; operationalizes analytics processes; collaborates with IT staff to select deployment methods; establishes measurement and reporting of performance metrics; identifies and documents best practices; trains peers & business staff in use of analytics tools and techniques; remains current with relevant innovations and industry direction.

MAJOR WORKER CHARACTERISTICS:

Knowledge of: employee training & development*, agency policies & procedures*, data analytics, statistical analysis, data visualization software. Skill in: Microsoft Office Suite, data analysis software, statistical analysis software (e.g. SAS, SPSS), business intelligence (BI) & data visualization tools (e.g. Tableau, PowerBI, Cognos), coding and reporting (e.g. Python, R). Ability to: acquire data from multiple sources, work with structured and unstructured data, understand somewhat abstract field of study, deal with many variables & determine specific action, use statistical analysis, use proper research methods in gathering data, develop complex reports, gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in data analytics, applied mathematics, statistics, industrial/systems engineering, or related field; 12 mos. exp. in data analytics, statistical analysis, or research methods.

Or completion of undergraduate core program in data analytics, applied mathematics, statistics, industrial/systems engineering, or related field; 24 mos. exp. in data analytics, statistical analysis, or research methods.

Or completion of associate core program in data analytics, applied mathematics, statistics, industrial/systems engineering, or related field; 30 mos. exp. in data analytics, statistical analysis, or research methods.

-Or 48 mos. exp. in data analytics or statistical analysis.

Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

None.

UNUSUAL WORKING CONDITIONS:

None.