



DATA MANAGEMENT ANALYST

GENERAL RESPONSIBILITIES

Process changes to employee information, run reports based on this information, and coordinate with the city and school programmers any overall updates and revisions to information.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Review all information prior to entry for accuracy (i.e. correct salary placement, correct budget codes, etc.).
- Process and oversee the electronic transfer of data from the HR network to the city mainframe computer.
- Process information requests regarding personnel salary or staffing originated by other department heads, administrators, or HR staffing specialists.
- Maintain all salary, location, and position tables. Initially enter and maintain allocation information for all special education positions.
- Process employee changes.
- Run various reports.
- Research and resolve daily problems.
- Answer questions from staff specialists regarding employee histories.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent computer skills; general knowledge of the philosophies, principles and practices of public personnel administration; ability to establish and maintain effective working relationships with other departmental officials, supervisors and staff; ability to prepare and maintain detailed and technical records; ability to research, collect, organize and analyze data, and to prepare technical reports and recommendations; ability to work on a variety of projects and keep on task and produce good quality work; ability to articulate technical problems and work towards a resolution; good oral and written communication skills.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Preferred:

An associate degree in Computer Technology

Experience in an office environment in Software Support and Training.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 6/09, 7/20
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