

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Data Analyst	20660	CSM	10/6/06

Purposes

Performs root cause analysis, investigates, and resolves data related inquiries and system issues. Produces and presents quantitative information requests for management, product owners, and system development. Identifies, gathers, and analyzes data to understand data cleansing and manipulation needs to ensure accurate recording of data. Monitors system flows and data to ensure proper system functioning and data integrity. Participates on development teams to represent business needs for process and system development.

Responsibilities

- 30% Completes root cause analysis of complex data problems, resolves by developing and implementing systems and processes where appropriate
- 30% Collects data using system tools or ad hoc query tools. Analyzes data and processes and prepares written reports.
- 20% Reviews current processes, identifies performance gaps, and recommends possible solutions to department management, product owners, and system development
- 10% Organizes and manages information from various databases.
- 10% Coordinates with other units, divisions, and departments to resolve data recording problems

Qualifications

- A Master's Degree with 4 years of experience or a Bachelor's degree with 6 years of experience
- Strong data analysis and research skills
- Ability to communicate effectively, both written and oral. Ability to keep confidences and appropriately deal with sensitive data and documents.
- Ability to acquire in-depth knowledge of department processes and operations.
- Highly skilled in the use of standard desktop software including Word, Access, Excel, PowerPoint, and Visio
- Proven ability to learn ad hoc query tools such as Oracle Discoverer or Business Objects
- Experience with software and system testing