

OFFICE OF THE AUDITOR GENERAL

CHIEF DATA ANALYST (Supervisory)

Position Description

AUTHORITIES AND RESPONSIBILITIES

Responsible for developing, executing, and reporting on the Office's data analytics program to support the mission of the Office. This position will also have the authorities and responsibilities set forth in the Position Description for a Data Analyst IV.

RELATIONSHIP OF THE POSITION TO OTHER POSITIONS

Exercises supervision over assigned personnel, tasks or assignments for which responsibility has been specifically delegated. Under the general supervision of the Financial/Compliance Director and, when appropriate, under the direct supervision of the Principal of IS Audits.

PRINCIPAL REQUIREMENTS STATED IN PERFORMANCE TERMS:

The Chief Data Analyst should be capable of performing the following duties without the need for direct supervision. The Chief Data Analyst may perform all or some of the following functions depending upon the requirements of the project.

1. Develop and expand the Office's data analytics programs.
2. Gather, interpret, compile, and analyze data of governmental agencies.
3. Develop methodologies and analytical plans.
4. Conduct interviews of agency staff to elicit factual information.
5. Produce detailed reports including graphs, tables, and exhibits.
6. Develop and maintain databases.
7. Maintain a working knowledge of data analytic techniques and Illinois State government.
8. Work collaboratively across all divisions to identify and ensure data objectives are understood and appropriately designed.
9. Review work, reports, and findings prepared by assigned staff to ensure accuracy, completeness, clarity, and conformance with standards and Office policy.
10. Bear responsibility, as assigned, for distributing, directing, and evaluating daily work of assigned staff.
11. Develop and deliver training programs.
12. Perform other assigned or required duties.

CAPABILITY REQUIREMENTS

Education. The Chief Data Analyst requires a bachelor's degree in mathematics, statistics, computer science, information management, economics or another degree with a significant relationship to the above tasks.

Experience. Requires at least five years' experience in data analytic or demonstrated ability commensurate to the attainment of experience necessary. A CompTIA Data+ certification, a certification as a Certified Analytics Professional, or equivalent certification is required. A Master's Degree from an accredited college or university, a CompTIA Data+ certification, or a certification as a Certified Analytics Professional may be substituted for one year of required experience.

Other Required Characteristics. Strong written and verbal communication skills and strong quantitative skills. Requires knowledge of large scale data management and use, protection of confidential information, and programming languages. Technical proficiency in data modeling, data mining techniques and reporting, and Enterprise Resource Planning systems and data. Must be able to work as part of a team, take initiative, and meet deadlines.

Effective August 2022