

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB014 Data Report Analyst
POSITION #/TITLE: 2679 Data Report Analyst	Adopted: 03-13
	Revised:

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2490/NB388/GIS Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Provides intermediate to advance-level reporting via GIS mapping, mobile solutions and web based reports for City Departments and Citizens based upon business needs communicated in a professional graphic format.

Distinguishing Features of the Class

Leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Supports data and reporting requirements for existing City programs and initiatives;
 Develops, formats, reviews, verifies and analyze reports that deliver incite to management and stakeholders;
 Works with the Information Technology Department’s Database, GIS and Business Process Analysts to develop needed reports and strategically plan areas of reporting;
 Develops report automation and dissemination;
 Develops reporting request process and communications to City Department and Citizens;
 Develops reporting using the City’s Business Intelligence Reporting package for internal and external consumption;
 Documents existing City data sources, classification, retention and flow;
 Identifies, prioritizes and remediates data gaps;
 Coordinates data exchanges and requests between the City and other entities;
 Assists in City Departments’ metric creation and reporting process;
 Researches data sources to find and map the needed data elements to deliver reports in “agile” rapid, iterative process;
 Assists in delivering special projects and adhoc data requests as assigned;
 Provides subject matter expertise to the City, third party vendors and customers as it relates to data and reporting capabilities;
 Provides ongoing training of Reports Center;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of reporting writing tools including, but not limited to: Adobe (PDF), Microsoft Word, Excel, Access, SharePoint and Reporting Services, Crystal Reports and Web/Online Services;
Knowledge of principles, processes and tools used for data compliance, analyzing, manipulating and reporting large sets of data;
Knowledge of ESRI Software, SQL Server Reporting Services and Agile Reporting;
Knowledge of Departments of the City of Cedar Rapids;
Ability to assimilate complex masses of data and communicate effectively verbally or written contents to others in workable terms;
Ability to analyze information requirements and needs, identify problems, provide technical advice;
Ability to provide reports timely and accurately;
Ability to gather organizes data in clear and understandable formats;
Ability to market the available and data of reports available;
Ability to maintain the necessary confidential level of information reviewed;
Ability to think logically and in a rational manner;
Ability to prepare professional presenting graphic reports and analytical charts, graphs, and maps;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Must be self-starting and able to work without direct and constant supervision;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Information Services, Computer Science or a closely related field; and
Considerable experience working with computer software, hardware and operations systems related to computer systems, and
Considerable experience in computerized statistical analysis and developing and implementing reports to effectively utilize data; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Microsoft Technology Associate: Database Certification (Desirable)
Current National Crime Information Center (NCIC) Certification within six months of hire date.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient manual dexterity which permits the employee to operate equipment;
Sufficient personal mobility which permits the employee to visit various and other work stations in the City.