

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Data Analyst
Salary:	\$90,000 - \$110,000
Bureau/Division:	Bureau of Information Systems and Technology (BIST)
Period:	April 25, 2023 – Until Filled

JOB DESCRIPTION

The Bureau of Information Systems and Technology provides a full range of technology support services for key business functions and charter mandated responsibilities of the Comptroller's Office. These services include: technology strategic planning, graphic design, disaster recovery, systems development, network administration, audio/visual services, business process re-engineering, change management, program management, security administration, help desk, computer operations, telecommunications, and document management.

Under the direction of the Executive Director of Application Development, the responsibilities for the position of the Data Analyst include, but are not limited to, the following:

- Compile data and analytics into reporting & visualizations using Business Intelligence solutions. Lead the development and documentation of organizational data assets and definitions.
- Query, blend and analyze data using statistical techniques.
- Provide key statistics, reports, graphs/charts to business stakeholders to assist in the measurement of results, identifying trends, insights and patterns.
- Create and maintain automated reporting processes.
- Communicate with stakeholders to understand their data needs/requirements and fulfill data requests.
- Participate in presentations focused on using analysis to drive strategic decision making.
- Own and improve KPI reporting to measure and influence critical business decisions.
- Performing related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

BS/BA degree in computer science, information technology, mathematics, and other computer technologies or related areas from an accredited college, and four (4) or more years of full-time experience as a Data Analyst.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Significant experience working with: SQL, MS Excel, MS Power BI
- Strong analytical and problem solving skills; ability to analyze, troubleshoot and resolve software, hardware, database failures;
- Experience with reporting using SharePoint list data;
- Knowledge of Data Analysis Expressions (DAX);
- Experience with SSAS data model;
- Ability to work effectively with all levels of the organization, and to complete assigned projects in accordance with specified schedules;
- Experience with PowerPoint presentation design a plus;
- Excellent organizational, planning, management and communication skills; ability to manage multiple projects simultaneously in a fast-paced environment.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: April 26, 2023	POST UNTIL: Filled	JVN: 015/023/141
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The NYC Comptroller's Office is an Equal Opportunity Employer