

**Job Title:** Data Analyst **Hour Status:** Exempt  
**Reports to:** Executive Director Strategic Planning and Design **Pay Grade:** 105  
**Dept./School:** Strategic Planning, Analytics, Accountability **Date Revised:** September 23, 2024

### Primary Purpose

Serve as an organizational technical expert in organizational data and its utilization assisting key individuals within the organization in the use of this data with a focus on creating and distributing tools for continuous improvement for aspects of data driven decisions through data visualization. Serve as a project manager to coordinate with departments and other entities in consolidated efforts to develop custom data visualization solutions, and others, with responsibility for setting schedules and evaluating project progress.

### Qualifications

#### Education/Certification

Bachelor's Degree

#### Special Knowledge/Skills

- Knowledge of relational databases and SQL
- Proficiency utilizing Business Intelligence or Analytical Tools
- Demonstrated ability in communication, organization, implementation and project management
- Ability to manage multiple ongoing projects

#### Experience

Two (2) years performing advanced analytics and development of data driven solutions utilizing SQL with a broad spectrum of data sets.

Two (2) year experience utilizing Business Intelligence or Analytical Tools to develop dynamic dashboards such as Tableau, Microsoft Power BI, SAS Visual Analytics, Domo, or Oracle Analytics.

### Major Responsibilities and Duties

1. Collect, organize and analyze data so that they can accurately report their findings to other departments through data visualization tools.
2. Assist the Strategic Planning, Analytics, Accountability (SPAA) division with data files related to state and District assessment programs.
3. Establish standard methodologies for data assessment and interpretation across multiple dashboards to ensure consistent information representation
4. Responsible for responding to and providing data for internal and/or external needs.
5. Create tools and documentation for repeatable processes to reduce redundancy among peers.
6. Evaluate historical data provisioning needs to create new tools and enhance existing tools to improve accuracy and efficiency in data driven solution delivery.
7. Ability to translate user requirements into a logical process to deliver appropriate data driven solutions.
8. Assist in developing and monitoring metrics established by the EPISD Board of Trustees to include Board goals.
9. Assist in identification and development of appropriate measurement techniques.
10. Perform other duties as assigned by supervisor.

### Supervisory Responsibilities

None

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent prolonged and irregular hours.

### Terms of Employment

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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