



Job Title: Data Analyst

CLASSIFICATION DESCRIPTION

Department: Workforce/Professional Development

Pay Grade: 113

FLSA Status: Exempt

Remote Work Eligible: Yes

JOB SUMMARY

This position performs a range of professional data analysis duties in connection with the College's Workforce Education functions; provides specialized support for existing and future program analytics, scorecards and trends for credit and non-credit Workforce programs; assembles and organizes data to provide actionable insights in support of the objectives of the Department; and creates and presents data in meaningful formats for specific audiences including state agencies and for accreditation purposes. In addition, this position directs the activities of an assigned academic related Department or program; develops strategies to accomplish goals; implements policies and procedure; develops and monitors an assigned budget; and may supervise employees or student workers.

DISTINGUISHING CHARACTERISTICS

Eligible to work remotely.

ESSENTIAL JOB FUNCTIONS

- Generates and shares actionable insights to help the Workforce, Community, and Corporate Partnerships (WCCP) make data-driven decisions.
- Recommends course content for non-credit data analytics courses for the Workforce, Community, and Corporate Partnerships.
- Performs a range of professional data analysis duties in connection with the College's Workforce Education functions; researches, analyzes, and applies relevant information to the gap analysis and to the development of Departmental processes and programs.
- Provides reporting, analysis, visualization, and presentation support to the Dean of Workforce Development through data analysis, validation, data modeling, visualization, and research methods; performs analysis for others upon requests.
- Designs and develops complex analytical reports.
- Conducts data writing SQL queries.
- Tracks trends; provides detailed analytics for program review and improvement plans; identifies key credit and non-credit programs; and researches, analyzes, writes, and/or edits institutional surveys and reports.

- Provides support in the state reporting project by sharing the non-credit programs' data and conducting the near match resolution process of Florida Education Identifier (FLEID).
- Collects, analyzes, and prepares reports from data obtained from EMSI labor market analytics and FETPIP for new program development, program reviews, and related grant and resource initiatives.
- Provides data relating to writing and/or editing state reports in relation to all baccalaureate programs including notice of intent, proposal, and accountability reports submitted to the Florida Department of Education and substantive change report submitted to the SACSCOC.
- Publishes and distributes workforce reports; i.e., Economic Overview, Regional Employment, Program Enrollment, Industry Certification, Education Attainment, and Program Gap Analysis.
- Oversees non-credit program state reporting process in partnership with the institution's State Reporting Coordinator.
- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Prepares and administers a budget which includes grant budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; and monitors and controls expenditures.
- Provides oversight and directs the implementation of activities and operations for an assigned academic department or program, which includes: planning, coordinating, administering, and evaluating programs, projects, student retention, strategic planning, processes, procedures, systems, standards, and/or service offerings; implementing overall policy changes; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards; and coordinating and integrating activities between multiple service areas.
- Prepares, reviews, and interprets a variety of applications, agreements, forms, records, needs assessments, business correspondence, and reports; makes recommendations based on findings.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in analytical research; three (3) years of related work experience in data analysis and reporting including experience in the creation and presentation of data in meaningful formats; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Managerial principles and practices;
- Academic program requirements;
- Workforce Education program requirements;
- Principles of supervision, organization, and administration;
- Program coordination principles, practices, and techniques;
- Planning principles;
- Research methods;
- Presentation principles and practices;
- Diverse populations and cultures;
- Applicable federal, state, and local laws, rules, codes, and statutes; and

- Computers and related software applications.

Skills in:

- Managing, monitoring, and evaluating the work of assigned staff;
- Prioritizing and assigning work;
- Providing customer service;
- Managing and administering program budgets;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Troubleshoot and solve complex program issues;
- Prioritize and assign work;
- Interpret academic program requirements;
- Maintain confidentiality;
- Research, analyze, and apply relevant information to the development of departmental processes and programs; and
- Exercises considerable initiative, independent judgment, and discretion.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Data Science Professional Certificate: Database and SQL for Data Science; Data Analysis with Python desired.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	

Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

Work is performed in a relatively safe, secure, and stable work environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.