

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> Data Analytics	<u>SERIES NO.:</u> 6693
	<u>MAJOR AGENCIES:</u> All Agencies	<u>EFFECTIVE DATE:</u> 8/24/2025
<u>SERIES PURPOSE:</u> The purpose of the data analytics occupation is to research, document & recommend actionable business solutions & insights impacting agency goals & objectives to agency leaders using statistical & data analysis, data engineering & data visualization tools & techniques. At the developmental level incumbents assist with & collect, analyze & document business requirements for project proposals, investigate & resolve data discrepancies. At the advanced level, incumbents research business problems & use data analytics & statistical analysis to recommend business solutions. At the expert level, incumbents act as lead worker over lower-level data analytics staff. At the supervisory level, incumbents administer a business &/or data analytics program & supervise lower-level data analytics staff. At the managerial level, incumbents supervise two or more work units, with each unit composed of two or more data analytics staff or manage all data analytics operations in small to medium-sized data analytics division & supervise unit &/or section supervisors. At the administrator level, incumbents oversee & administer entire data analytics department within agency. <u>GLOSSARY:</u> Data Analytics - the process of examining data sets in order to draw conclusions about the information they contain, increasingly with the aid of specialized systems & software. Advanced Data Analytics - the analysis of data using complex techniques to forecast trends & predict events using state-of-the-art tools, along with various statistical analyses & algorithms, to examine large data sets. Data Analysis - a process of inspecting, cleansing, transforming & modeling data with the goal of discovering useful information, informing conclusions & supporting decision-making. Data Visualization - the graphical representation of information & data using visual elements like charts, graphs & maps, data visualization tools, which provide an accessible way to see & understand trends, outliers & patterns in data. Data Engineering – the extraction, loading & transformation of data from source system to destination system for analytical use. <u>NOTE:</u> This classification series may not be used to cover any functions currently described by another existing classification specifically designed for the function.		

CLASS TITLE
Data Analytics Associate

CLASS NUMBER
66930

PAY RANGE
28

EFFECTIVE
11/19/2023

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of data analytics concepts in order to, with guidance, collect, analyze & document business requirements for project proposals, investigate & resolve any data discrepancies in a timely manner & present findings to supervisor, generate reports from single or multiple systems, utilize, & accurately identify data sets, validate data accuracy, cleanse tables, use data to understand business patterns & trends.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Data Analytics Specialist	66931	33	11/19/2023

CLASS CONCEPT:

The advanced level class works under managerial direction & requires advanced knowledge of data analytics tools & techniques in order to integrate data from multiple sources & systems, apply statistical analysis & data visualization techniques to identify data trends & relationships, recommend actionable business solutions & insights impacting agency goals & objectives.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Senior Data Analytics Specialist	66932	34	11/19/2023

CLASS CONCEPT:

The expert level class works under managerial direction & requires extensive knowledge of data analytics, data preparation & data quality tools & techniques in order to act as lead worker (i.e., direct routine activities of employees, lead a project team, train lower-level employees), integrate data from multiple sources & systems, apply advanced statistical analysis & data visualization techniques to identify data trends & relationships, formulate actionable business solutions & assist in development of agency data analytics policy.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Data Scientist Supervisor	66936	15	8/24/2025

CLASS CONCEPT:

The supervisory level class works under general direction & requires substantial knowledge of data analytics, data quality, programming/development, mathematical & statistical concepts in order to provide informed policy analysis for agency leadership & establish best practices, promote data quality, optimize & transform data for business use & utilize tools to develop & forecast for organizational business need & supervise assigned &/or data analytics staff.

OR

The supervisory level class works under general direction & requires substantial knowledge of data analytics, data quality, programming/development, mathematical & statistical concepts in order to administer a business &/or data analytics program & develop policies & procedures related to program & supervise assigned &/or data analytics staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Data Analytics Manager	66937	16	8/24/2025

CLASS CONCEPT:

The managerial level class operates under general direction & requires thorough knowledge of data science, data quality, programming/development, mathematical & statistical concepts in order to supervise two or more work units, with each unit composed of two or more data analytics staff.

OR

The managerial level class works under administrative direction & requires thorough knowledge of data analytics & considerable knowledge of management techniques in order to manage all data analytics operations in small to medium-sized data analytics division & supervise unit &/or section supervisors in range of activities.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Data Analytics Administrator	66938	17	8/24/2025

CLASS CONCEPT:

The administrator level class operates under agency direction & requires thorough knowledge of data science, data quality, programming/development, mathematical, statistical, management & advanced management techniques in order to administer large data analytics department (i.e., department must be comprised of multi-section managers who supervise second-line supervisors).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Analytics Associate	66930	14	11/19/2023	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assists in applying analytical results to address practical business problems & opportunities in a format accessible to non-technical staff & stakeholders; provides support to data specialists & scientists in guiding business leaders regarding interpretation & applicability of findings in a business context (e.g. program effectiveness, resource allocation, utilization patterns, fraud detection); supports development of summary findings & recommendations presentations to agency leaders; remains current with relevant innovations & industry direction.

Supports data specialists & scientists in recommending actionable business solutions & insights impacting agency goals & objectives.

MAJOR WORKER CHARACTERISTICS:

Knowledge of: agency policies & procedures*, data analytics, statistical analysis. Skill in: writing and executing SQL queries, Microsoft Office Suite, data visualization tools (e.g., Tableau, PowerBI, Cognos)*. Ability to: write and execute SQL to access and query data tables, deal with many variables & determine specific action, commit to develop analytical skillset, use statistical analysis, use proper research methods in gathering data, when necessary, develop complex reports, gather, collate & classify information about data, people, or things.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. exp. or trg. in data analytics, applied mathematics, statistics, industrial/systems.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All state-offered and agency-directed technical training assigned to data analysts; continuing education credits to be completed by classification requirements annually, as directed.

Successful completion of 36 mos. as Data Analytics Associate, 66930 will result in automatic progression to the Data Analytics Specialist, 66931.

OR

Meeting the minimum qualifications listed & completing agency-directed technical training.

UNUSUAL WORKING CONDITIONS:

None.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Analytics Specialist	66931	14	11/19/2023	33

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Researches & identifies complex business problems & opportunities; collaborates with business subject matter experts, IT staff & agency leaders to define priorities, resources & risks; identifies relevant performance metrics; extracts data from multiple sources & systems; identifies & catalogs appropriate data sources (e.g., agency data files, shared data lake, purchased databases), accesses databases & other source systems, coordinates with business subject matter experts & IT staff in order to ensure validity & completeness of data models & transformations; applies statistical analysis & visualization techniques to identify data trends & relationships; utilizes analytics techniques (e.g., regression, correlation, cluster analysis, classification, data quality, data mining, machine learning, data visualization) to discover, confirm & document associations, predictive models & algorithms.

Recommends actionable business solutions & insights impacting agency goals & objectives; applies analytical results to address practical business problems & opportunities in a format accessible to non-technical staff & stakeholders; provides guidance to business leaders regarding interpretation & applicability of findings in a business context (e.g., program effectiveness, resource allocation, utilization patterns, fraud detection); presents summary findings & recommendations to agency leaders; operationalizes analytics processes; collaborates with IT staff to select deployment methods; establishes measurement & reporting of performance metrics; identifies & documents best practices; trains peers & business staff in use of analytics tools & techniques; remains current with relevant innovations & industry direction.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*, agency policies & procedures*, data analytics, statistical analysis, data visualization software. Skill in Microsoft Office Suite, data analysis software, statistical analysis software (e.g., SAS, SPSS), business intelligence (BI) & data visualization tools (e.g. Tableau, PowerBI, Cognos), coding & reporting (e.g. Python, R). Ability to acquire data from multiple sources, work with structured & unstructured data, understand somewhat abstract field of study, deal with many variables & determine specific action, use statistical analysis, use proper research methods in gathering data, develop complex reports, gather, collate & classify information about data, people or things.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

48 mos. exp. in data analytics or statistical analysis or research methods.

-Or completion of associate core program in data analytics, applied mathematics, statistics, industrial/systems engineering or related field; 30 mos. exp. in data analytics, statistical analysis, or research methods.

-Or completion of undergraduate core program in data analytics, applied mathematics, statistics, industrial/systems engineering or related field; 24 mos. exp. in data analytics, statistical analysis, or research methods.

-Or completion of graduate core program in data analytics, applied mathematics, statistics, industrial/systems engineering or related field; 12 mos. exp. in data analytics, statistical analysis or research methods.

-Or 36 mos. exp as a Data Analytics Associate, 66930.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All state-offered & agency-directed technical training assigned to data analytics specialists continuing education credits to be completed by classification requirements annually, as directed.

UNUSUAL WORKING CONDITIONS:

None.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Senior Data Analytics Specialist	66932	14	11/19/2023	34

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as a lead worker to assign duties to lower-level staff, leads data analytics project teams; assists in development & enforcement of agency data analytics policies; researches & identifies complex business problems & opportunities; collaborates with business subject matter experts, IT staff & agency leaders to define priorities, resources & risks; identifies relevant performance metrics; extracts data from multiple sources & systems; identifies & catalogs appropriate data sources (e.g. agency data files, shared data lake, purchased databases), accesses databases & other source systems, coordinates with business subject matter experts & IT staff in order to ensure validity & completeness of data models & transformations; applies advanced statistical analysis & visualization techniques to identify data trends & relationships; utilizes analytics techniques (e.g. regression, correlation, cluster analysis, data quality, classification, data mining, machine learning, data visualization) to discover, confirm & document associations, predictive models & algorithms.

Formulate actionable business solutions & insights impacting agency goals & objectives; applies analytical results to address practical business problems & opportunities in a format accessible to non-technical staff & stakeholders; provides guidance to business leaders regarding interpretation & applicability of findings in a business context (e.g., program effectiveness, resource allocation, utilization patterns, fraud detection); presents summary findings & recommendations to agency leaders; operationalizes analytics processes; collaborates with IT staff to select deployment methods; establishes measurement & reporting of performance metrics; identifies & documents best practices; trains peers & business staff in use of analytics tools & techniques; remains current with relevant innovations & industry direction.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*, agency policies & procedures*, data analytics, statistical analysis, data visualization software. Skill in Microsoft Office Suite, data analysis software, statistical analysis software (e.g., SAS, SPSS, IOP suite), business intelligence (BI) & expert with data visualization tools (e.g. Tableau, PowerBI, Cognos), coding & reporting (e.g., Python, R, SQL), data preparation & transformation, machine learning*, predictive & prescriptive analytics tools (e.g., Alteryx), SQL & extract, transform & load (ETL)*. Ability to acquire data from multiple sources, work with structured & unstructured data, understand somewhat abstract field of study, deal with many variables & determine specific action, use advanced statistical analysis, use proper research methods in gathering data, develop complex reports, gather, collate & classify information about data, people or things.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

60 mos. exp. data analytics or statistical analysis or research methods including 12 mos. work experience in data analytics specified by the agency in the position description & job posting.

-Or completion of associate core program in data analytics, applied mathematics, statistics, industrial/systems engineering or related field; 42 mos. exp. in data analytics, statistical analysis or research methods including 12 mos. work experience in data analytics specified by the agency in the position description & job posting.

-Or completion of undergraduate core program in data analytics, applied mathematics, statistics, industrial/systems engineering or related field; 36 mos. exp. in data analytics, statistical analysis or research methods including 12 mos. work experience in data analytics specified by the agency in the position description & job posting.

-Or completion of graduate core program in data analytics, applied mathematics, statistics, industrial/systems engineering or related field; 24 mos. exp. in data analytics, statistical analysis or research methods including 12 mos. work experience in data analytics specified by the agency in the position description & job posting.

-Or 12 mos. exp. as a Data Analytics Specialist, 66931 including 12 mos. work experience in data analytics specified by the agency in the position description & job posting.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All state-offered & agency-directed technical training assigned to senior data analytics specialist; continuing education credits to be completed by classification requirements annually, as directed.

UNUSUAL WORKING CONDITIONS:

None.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Scientist Supervisor	66936	EX	8/24/2025	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees the design, development & maintenance of data repositories; ensures adherence to documentation criteria for reports & derived data; coordinates with assigned program office staff in developing new reporting & analytical solutions; provides input & subject matter expertise in design & development of databases for assigned program office; provides subject matter expertise to ensure appropriate collection, data quality & use of data; supervises unit of data analytics staff, assigns & prioritizes work & establishes & enforces unit policies & procedures.

OR

Manages a data analytics program, develops, publishes & enforces policies, procedures & guidelines for administration of program area, provides input during the development of enterprise-wide analytics strategies; conducts research & assists with resolution of complex data issues; provides access to data with context for decision making; analyzes data & prepares reports for performance measurement; supervises unit of data analytics staff, assigns & prioritizes work & establishes & enforces unit policies & procedures.

Coordinates policy analysis of data analytics &/or related policies & policy activities that impact assigned program area that supports agency efforts in developing, publishing & enforce policies, procedures & guidelines for administration of agency programs (i.e., directs collection & review of feedback from assigned program office for development of enterprise-wide analytics strategies); reviews & monitors assigned agency program activities to ensure compliance of policies & guidelines & to ensure policies & guidelines align with the Office & Departments long-term goals & strategies); represents the interests of assigned program office in analytics-related decision-making (i.e., develops & presents policy analysis on procedures & guidelines related to agency data analytics or the assigned program office); monitors, researches & drafts policies to support data strategy execution & program administration; researches & assists leadership with analysis of complex policies impacting program offices & the administration of analytics strategies, processes or programs (i.e., provides advice & recommendations to agency leadership on policy development & implementation); collects & interprets data through various means such as analyzing business results or by setting up & managing new studies; applies advanced statistical analysis & visualization techniques to identify data trends & relationships; utilizes analytics techniques (e.g. regression, correlation, cluster analysis, data quality, classification, data mining, machine learning, data visualization) to discover, confirm & document associations, predictive models & algorithms; applies analytical results to address practical business problems & opportunities in a format accessible to non-technical staff & stakeholders; provides guidance to business leaders regarding interpretation & applicability of findings in a business context (e.g., program effectiveness, resource allocation, utilization patterns, fraud detection).

Presents summary findings & recommendations to agency leaders; operationalizes analytics processes; collaborates with IT staff to select deployment methods; identifies & documents best practices; trains peers & business staff in use of analytics tools & techniques; remains current with relevant innovations & industry direction.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*, supervisory principles & techniques*, agency policies & procedures*, data analytics, statistical analysis, data visualization software, big data tools (e.g., Python, R, Hadoop), machine learning, predictive & prescriptive analytics tools (e.g., Alteryx), SQL & extract, transform & load (ETL). Skill in Microsoft Office Suite, data analysis software, statistical analysis software (e.g., SAS, SPSS), data analysis & data visualization tools (e.g., Tableau, PowerBI, Cognos), coding & reporting (e.g., Python, R), data mining, preparation, transformation & modeling. Ability to acquire data from multiple sources, work with structured & unstructured data, translate conceptual questions into data-driven analyses, deal with many variables & determine specific action, use statistical analysis, use proper research methods in gathering data, develop complex reports, collaborate with program area & other senior leaders, communicate complex information & findings with technical & non-technical audiences, translate data into actionable recommendations.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

72 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or completion of associate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 54 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or completion of undergraduate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 48 mos. exp. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

Completion of graduate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 36 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All state-offered & agency-directed technical training assigned to senior data analytics specialist; continuing education credits to be completed by classification requirements annually, as directed.

UNUSUAL WORKING CONDITIONS:

None.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Analytics Manager	66937	EX	8/24/2025	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages one section (i.e., comprised of two or more units, with each unit composed of two or more data analytics specialists &/or analysts &/or data engineers &/or other data analytics staff, develops, publishes & enforces policies, procedures & guidelines for administration of analytics office responsibilities, plans & monitors data analytics projects & activities which may include research projects, InnovateOhio Platform projects, analytical solutions &/or dashboard development, assists superiors with long range-planning & budget preparation & meets with staff to discuss projects & resolve technical problems &/or supervises subordinate supervisory personnel.

Directs the design, development & maintenance of data repositories; ensures adherence to documentation criteria for reports & derived data; coordinates with assigned program office staff in developing new reporting & analytical solutions; provides input & subject matter expertise in design & development of databases for assigned program office; oversees technical assistance to ensure appropriate collection, data quality & use of data; assists other analytics office professionals.

Provides input from assigned program office during the development of enterprise-wide analytics strategies; conducts research & directs the resolution of complex data issues; provides access to data with context for decision making; analyzes data & prepares reports for performance measurement; assists staff with data access & manipulation.

OR

Manages all data analytics operations in small to medium-sized data analytics division (i.e., comprised of units & sections with no multi-section managers), supervises unit &/or section supervisors in range of activities (e.g., analytics &/or business intelligence, assigns work projects & priorities, monitors department activities & progress, develops policies & procedures for department, prepares budget, monitors activities of consultants, participates in planning or plans long-term goals & objectives for department & resolves most difficult data analytics & administrative problems.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*, supervisory principles & techniques*, agency policies & procedures*, data analytics, statistical analysis, data visualization software, big data tools (e.g., Python, R, Hadoop), machine learning, Skill in: Microsoft Office Suite, data analysis software, statistical analysis software (e.g., SAS, SPSS), data analysis & data visualization tools (e.g., Tableau, PowerBI, Cognos), coding & reporting (e.g., Python, R), data mining & modeling. Ability to: acquire data from multiple sources, work with structured & unstructured data, translate conceptual questions into data-driven analyses, deal with many variables & determine specific action, use statistical analysis, use proper research methods in gathering data, develop complex reports, collaborate with program area & other senior leaders, communicate complex information & findings with technical & non-technical audiences, translate data into actionable recommendations.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

84 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or completion of associate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 66 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or completion of undergraduate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 60 mos. exp. in data analytics, statistical analysis or research methods. 12 mos. exp. in supervisory &/or management principles & techniques.

-Or completion of graduate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 48 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or 12 mos. exp. as a Data Scientist Supervisor, 66936.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All state-offered & agency-directed technical training assigned to senior data analytics specialist; continuing education credits to be completed by classification requirements annually, as directed.

UNUSUAL WORKING CONDITIONS:

None.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Data Analytics Administrator	66938	EX	8/24/2025	17

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages two or more sections (i.e., each section is comprised of two or more units, with each unit composed of two or more data analytics personnel &/or other data positions), supervises subordinate supervisory staff, develops multi-section &/or multi-project policies & establishes overall systems/programming standards, sets project priorities, prepares budget, devises long-range system plans, evaluates &/or selects software for acquisition, directs training of staff & provides technical systems assistance & advice to staff; assigns work projects & priorities, monitors department activities & progress, develops policies & procedures for department, monitors activities of consultants, participates in planning or plans long-term goals & objectives for department & resolves most difficult data analytics & administrative problems; advises Chief Data Officer &/or agency leadership to promote data management & analytics tools & techniques including InnovateOhio Platform (IOP) data analytics.

Administers the design, development & maintenance of data repositories; ensures adherence to documentation criteria for reports & derived data; collaborates with assigned program office staff in developing new reporting & analytical solutions; provides input & subject matter expertise in design & development of databases for assigned program office; oversees technical assistance to ensure appropriate collection, data quality & use of data; assists other analytics office professionals.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*, agency policies & procedures*, data analytics, statistical analysis, data visualization software. Skill in: Microsoft Office Suite, data analysis software, statistical analysis software (e.g., SAS, SPSS), business intelligence (BI) & data visualization tools (e.g., Tableau, PowerBI, Cognos), coding & reporting (e.g., Python, R). Ability to: acquire data from multiple sources, work with structured & unstructured data, understand somewhat abstract field of study, deal with many variables & determine specific action, use statistical analysis, use proper research methods in gathering data, develop complex reports, gather, collate & classify information about data, people or things.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

96 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or completion of associate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 78 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or completion of undergraduate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 72 mos. exp. in data analytics, statistical analysis or research methods. 12 mos. exp. in supervisory &/or management principles & techniques.

-Or completion of graduate core program in data analytics, computer science, information systems, computer engineering, applied mathematics, statistics, industrial/systems engineering or related field; 60 mos. exp. or trg. in data analytics, statistical analysis or research methods; 12 mos. exp. in supervisory &/or management principles & techniques.

-Or 12 mos. exp. as a Data Analytics Manager, 66937.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

All state-offered & agency-directed technical training assigned to senior data analytics specialist; continuing education credits to be completed by classification requirements annually, as directed.

UNUSUAL WORKING CONDITIONS:

None.