

## **Data Analyst (1779)**

### **Task List 2024**

1. Plans, designs and conducts statistical analyses, research, and other studies in order to provide meaningful data interpretation.
2. Evaluates data in order to determine that proper mathematical and statistical techniques have been applied in obtaining, compiling, and presenting data and that conclusions drawn follow statistically sound techniques.
3. Designs sampling plans for research projects in order to obtain the maximum possible information in the most economical manner.
4. Makes recommendations in order to suggest needed changes in existing research, analysis, reporting methodology and the need for investigation, analysis, and reporting in new areas.
5. Provides consultative technical analysis in order to assist personnel in other offices engaged in developing and conducting statistical research and data science.
6. Prepares queries, reports, summary statistics tabulations, charts, and graphs in order to support recommendations.
7. Develops and applies statistical formulae in order to prepare reports.
8. Uses statistical programs in order to complete necessary calculations, such as, running operational models; tracking, analyzing, and generating reports; gathering and processing data for demographic analyzes, economic forecasts, water and electric load research, demand forecast, consumption and cost analysis, and financial analyses and forecasts, and role design and analysis.
9. Occasionally instructs personnel assigned in order to assist in the analysis and compilation of studies and reports.
10. Supervises and participates in order to direct the work of a small staff engaged in the design, development, and application of mathematical models used in describing to customers regarding Utility Water and Power consumption patterns, the urban structure, predicting changes, and developing and testing alternative plans; performing financial, rate, operational, or other Water and Power complex billing and usage analyses.
11. Collects and prepares social, economic, land use, utility related consumption and cost, and other data in order to complete the processing of mathematical models.

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12. Uses operations research methods and techniques in order to assist in analyzing and testing data collected through the utilization of descriptive statistics, mathematical model development and simulation, correlation and regression analysis, linear programming, machine learning, and factor analysis.
13. Formulates new methods of analysis in order to resolve planning and operational problems by defining problems, designing approaches to solution, and programming for computer processing.
14. Defines limits, variables, parameters, methods, and evaluates factors related to specific research areas in order to establish studies
15. Tests mathematical models by processing historical data in order to see if results obtained are similar to that which actually occurred in the past, and to provide for trend and projection analysis and forecasts.
16. Assists supervisors in order to evaluate consultant's proposals for the development of mathematical models and simulation techniques.
17. Coordinates and participates in the interchange of ideas, data, and mathematical models in order to collaborate with other municipal and regional planning and operational agencies, local universities, private agencies, and citizens.
18. Prepares status reports, technical memoranda, presentations, and other reports in order to present analytical findings.
19. Prepares short- and long-range forecasts using appropriate statistical and econometric techniques in order to develop forecasting models.
20. Uses computer programs in order to monitor and analyze a broad range of activities; writes and modifies programs as necessary to analyze, interpret, and report trends that may affect future resource requirements.
21. Designs, reviews, administers, analyzes, and reports on customer and constituent surveys in order to ensure customer satisfaction, customer programs development including communications, such as: load and demand forecasting, load research, revenue projections and rate analysis.