

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Data Analyst</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Division:</b>	<b>Regional Technology Services</b>	<b>Range:</b>	<b>14</b>
<b>Reports To:</b>	<b>Program Manager</b>	<b>Last Revised:</b>	<b>June 2005</b>

**General Statement of Duties**

Performs data entry, research, and quality control on variety of databases and contributes to the development and maintenance of the Regional Land Information Database (RLID). Specific duties depend on project assignments and may include assessing reliability of input sources such as building permits, partitions and subdivision plats, GIS and other data; researching questions concerning RLID data such as addresses, land use, Assessor information, and other matters; preparing digital input to RLID; or assisting in the performance of a variety of ad hoc projects and assignments.

**Supervision Received**

Work is performed under applicable policies, guidelines, and appropriate GIS technical standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

**Supervision Exercised**

None.

**Resource Responsibility**

Limited responsibility for financial or human resources. Work is part of a larger task where many checks exist for errors.

**Essential Job Functions**

Assists the RLID Program Manager and RLID program staff with ongoing system planning and helps strategically design, develop, test, and maintain RLID data, website content, and web applications.

Administers RLID user database including user logins and permissions; manages both government and commercial RLID subscriber accounts; tracks, analyzes and reports RLID system usage statistics and supports ongoing monitoring of system usage and subscription rates; coordinates systems needs with RLID Program Manager and RLID development team; coordinates customer service duties including subscriber billing, collections, and communications with LCOG fiscal staff.

Assumes principal responsibilities for RLID research, marketing, and user outreach including system demonstrations, workshops, newsletters, and user trainings; evaluation of competing systems; market development and customer recruitment.

Performs database analysis, interpretation and automation and inputs data to appropriate database systems. This includes responsibility for resolving conflicting data source issues and finding missing and updated data through thorough research and analysis.

Provides timely and responsive support for commercial and agency users of RLID through professional handling of RLID user help requests and reports of data problems, system malfunctions and outages; maintains strong public relations role with user community.

Performs routine RLID data quality assurance (QA) checks and evaluates partner provided data extracts and other data sources for accuracy in terms of data completeness, consistency, currency, and conformance with design criteria. Communicates effectively with LCOG and partner agency staff toward the resolution of data and systems problems.

Prepares and compiles data listings and special reports and performs a variety of information collection, verification, analysis, and reporting services using a wide range of reporting tools including RLID web applications, partner agency business systems, ArcGIS, and SQL queries of the RLID data warehouse.

Assists in the research, development, testing and documentation of automated procedures in support of RLID and other database systems.

### **Other Job Functions**

Plans and conducts special assignments as directed by the supervisor.

Maintains a thorough knowledge of RLID technical operations and procedures and keeps up on changes in guidelines and practices.

Performs relief duties for other GIS staff, as required.

Performs other related duties as assigned.

### **Working Conditions**

The work is performed primarily indoors requiring hand/eye coordination in the operation of computers and related equipment, with long periods of sitting at a computer terminal. Some occasional field work may be required to verify actual on-the-ground conditions and support quality control of databases.

### **Knowledge, Skills, and Abilities**

Knowledge of RLID web applications, regional agency data source applications like Ascend, GIS based applications, and tools such as AdUp. Knowledge of databases and data reporting tools and languages including SQL. Knowledge of and experience working with ArcGIS software.

Knowledge of personal computer and web applications as they apply to the development and maintenance of RLID.

Knowledge of basic principles and practices related to map and aerial imagery interpretation, automated geoprocessing analysis, spreadsheet, database, and reporting tool techniques, source data evaluation, and accuracy verification procedures.

Knowledge of governmental practices and procedures related to addressing, taxing, zoning and land use planning, and overall data organization and management.

Ability to research documents necessary for the construction and update of RLID database.

Ability to evaluate the reliability of input data; read and interpret legal documents, maps and blueprints.

Ability to perform accurate mathematical calculations.

Ability to understand and utilize complex data processing programs and systems related to GIS.

Ability to communicate effectively with other employees and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees and representatives of other agencies.

Physical ability to perform assigned work.

### **Education and Experience**

Bachelor's degree in geography, information systems, or related field, and two years experience working with databases or geographic information systems, or any combination of education and experience that provide the applicant with the desired skills, knowledge, and ability required to perform the job.

### **Licenses, Certificates, and Other Requirements**

None.