



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Part-Time Data Analyst  
**Department:** Information Technology  
**Classification:** 0814  
**Pay grade:** \$31.61  
**FLSA:** Non-Exempt

**Prepared Date:** 10/15  
**Prepared/Approved By:** HR/CM



### **Summary**

Perform systems support, business analysis and problem resolutions on computers, networks and telecommunications systems and applications.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification

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Performs technical and analytical tasks that are part of the planning, execution, SDLC, and documentation of Public Safety and Information Technology projects.

Apply knowledge of databases, spreadsheets, graphics and data processing and analysis applications. Working knowledge of data science and Business Intelligence (BI) principles. Working knowledge of DB query tools (Microsoft SQL Server and BI/SSRS/SSIS, SQL Viewpoint, Web Query, Tableau). Knowledge of Public Safety applications such as CAD and RMS, CCTV, and ALPR.

Analyzes information, utilizing computer programs to include word processing, databases, spreadsheets and graphics. Provides data to internal and external stakeholders as directed and makes recommendations for operational plans.

Develops, maintains and implements GIS layers by inputting and correcting data, researching data conversions, establishing data specifications, updating resources (maps, databases, and scanned images), and designs and edits custom templates, scripts, and macros to meet project parameters or customer needs. Develops automation or customized routines to enhance GIS applications and increase departmental productivity and ensuring data accuracy using new GIS technology, software and practices.

Reviews data analysis reports, solvability factors and required investigative resources. Processes computerized tracking of investigative reports. Interprets statistical information, records case status and creates reports.

Serves as the liaison with other City departments and outside agencies. Represents the City in matters related to the gathering of analysis data such as: criminal intelligence, case analysis, financial and development services data, and other.

Provides information to Police, Fire, IT Department, and City administration for decision-making purposes; presents analysis and statistics in various internal and external forums; and participates and provides information to City committees.

Collects and organizes criminal information from all available resources, including national and regional incident-based systems, field interview reports, intelligence sources, other agencies, media, crime bulletins, review of crime reports and supplements, informational surveys, and retrieval of crime information in order to study and analyze past and existing crime series, patterns and trends.

Compiles information, analyzes findings, makes interpretations, and writes comprehensive reports.

Uses computer databases, electronic spreadsheets, geographic information systems (GIS) applications, desktop publishing, word processing, and statistical applications to manipulate, analyze and present crime data.

Collect, analyze, and interpret data and statistics using quantitative and qualitative methods. Prepare and present complex and detailed statistical reports.

Uses integrated relational computer systems to create and access database files and prepare statistical charts, graphs and exhibits.

Provide technical support for users to include systems, applications, client computers and mobile devices (i.e., desktop PCs and mobile devices.) Also perform troubleshooting and problem resolution. Make repairs and conduct scheduled maintenance tasks. Respond to 24/7 on-call trouble tickets when required.

Performs other related tasks as required.

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

Ability to function in a team environment and able to work independently to analyze and resolve technical problems and projects. Possess organizational, written and oral communications skills along with excellent customer services skills and technical knowledge.

Possess the ability to establish and maintain effective working relationships with employees, supervisors, other agencies and the public.

Be able to perform effectively under stressful situations.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Considerable amount of time spent using computer. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Minimum Education and Experience**

Minimum qualifications:

Bachelor of Science Degree in Computer Science or related field from an accredited college or university with a minimum of 2 years of work experience;

*OR*

Associate Degree in Computer Science or a related field with a minimum of 4 years of work experience;

*OR*

High School Diploma or GED with a minimum of 5 years of work experience.

Valid Florida Driver's License.