

Data Analyst

Job Description

Overview:

We are seeking a talented and detail-oriented Data Analyst to join our dynamic team. As a Data Analyst, you will be responsible for interpreting data, analyzing results, and providing actionable insights to drive informed decision-making across the agency. You will work closely with stakeholders to understand their data needs, develop analytical solutions, and present findings in a clear and concise manner.

Responsibilities

Data Collection and Processing

- Extract, transform, and load (ETL) data from various sources.
- Clean and preprocess data to ensure accuracy and consistency.
- Develop scripts and workflows to automate data collection and processing tasks.

Data Analysis and Interpretation:

- Perform exploratory data analysis to uncover trends, patterns, and anomalies.
- Apply statistical and analytical techniques to derive insights from complex datasets.
- Conduct hypothesis testing and predictive modeling to support business objectives.

Data Visualization and Reporting

- Create visually appealing and interactive dashboards, reports, and presentations.
- Communicate findings and recommendations to stakeholders using data visualization tools.
- Collaborate with cross-functional teams to design and deliver actionable insights.

Data Quality Assurance

- Validate data accuracy, completeness, and integrity.
- Identify and address data quality issues and discrepancies.
- Implement data quality controls and monitoring mechanisms.

Business Intelligence and Decision Support

- Partner with business units to define key performance indicators (KPIs) and metrics.
- Analyze business processes and operations to identify opportunities for improvement.
- Provide decision support through ad-hoc analysis and scenario modeling.

Continuous Learning and Development

- Stay abreast of industry trends, best practices, and emerging technologies in data analytics.
- Participate in training programs and professional development opportunities.
- Share knowledge and insights with colleagues to foster a culture of continuous learning.

Requirements:

- Bachelor's degree in Statistics, Mathematics, Computer Science, Economics, or related field. Master's degree preferred.
- Proven experience in data analysis, business intelligence, or related roles.
- Proficiency in data analysis tools and programming languages (e.g., SQL, Python, R, etc.).
- Strong analytical and problem-solving skills with attention to detail.
- Excellent communication and presentation abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience with data visualization tools (e.g., Tableau, Power BI, etc.) is a plus.
- Knowledge of machine learning and data mining techniques is desirable.