

Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Analyst,Data 2	20660	93	05-16-2011

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

Performs root cause analysis, investigates, and resolves data related inquiries and system issues. Produces and presents quantitative information requests for management, product owners, and system development. Identifies, gathers, and analyzes data to understand data cleansing and manipulation needs to ensure accurate recording of data. Monitors system flows and data to ensure proper system functioning and data integrity. Participates on development teams to represent business needs for process and system development.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- " 30% - Completes root cause analysis of complex data problems, resolves by developing and implementing systems and processes where appropriate
- " 30% - Collects data using system tools or ad hoc query tools. Analyzes data and processes and prepares written reports.
- " 20% - Reviews current processes, identifies performance gaps, and recommends possible solutions to department management, product owners, and system development
- " 10% - Organizes and manages information from various databases.
- " 10% - Coordinates with other units, divisions, and departments to resolve data recording problems

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- " A Master's Degree with 4 years of experience or a Bachelor's degree with 6 years of experience
- " Strong data analysis and research skills
- " Ability to communicate effectively, both written and oral. Ability to keep confidences and appropriately deal with sensitive data and documents.
- " Ability to acquire in-depth knowledge of department processes and operations.
- " Highly skilled in the use of standard desktop software including Word, Access, Excel, PowerPoint, and Visio
- " Proven ability to learn ad hoc query tools such as Oracle Discoverer or Business Objects
- " Experience with software and system testing