



Data Analyst

Date: September 27, 2018
Department: Information Technology
Position Title: Data Analyst
Reports to: Information Technology Manager
FLSA Status: Exempt

SUMMARY

The Data Analyst is responsible for designing and developing reports in accordance to company standards and end-user requirements. Successful performance in this role is demonstrated by the timely completion of data extracts, reporting, programs, and view/query creation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Meets with Managers, Supervisors and End-Users to understand reporting and data needs.
- Designs and maintains company Crystal Reports, Dashboards, Scorecards, In-house programs, views/queries and data using industry standard tools (i.e. SQL .NET and Visual Studio) and techniques.
- Validates existing extracts, views/queries and reports and identifies advanced reporting needs.
- Develops and provides clear documentation and training of programmed solutions.
- Provides support for ongoing development, maintenance and remediation of reporting and data that have been developed as systems are upgraded or changed.
- Helps the IT Department complete projects and participates in IT meetings and on-call rotation.
- Provides End-User Help Desk Support as needed.
- Monitors emerging technology developments and identifies innovations with potential high payoffs for the system.
- All other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Information Technology or related field and 2 plus years of experience as a programmer preferred. Or an Associate Degree in Information Technology or related field with 4 plus



years' experience as a Programmer and or equivalent programming experience preferred. Individual should understand manufacturing practices, be familiar with Crystal Reports, SQL queries and DB maintenance.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Microsoft certification

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Benefits include: Medical , vision, dental, life, disability, flexible spending account or HSA.



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