

JOB DESCRIPTION



JOB TITLE: DATA ANALYST I
REPORTS TO: MANAGER, ANALYTICS GROUP
DEPARTMENT: ANALYTICS

FLSA STATUS: NON-EXEMPT
DIRECT REPORTS: NO
EFFECTIVE DATE: OCT. 1, 2019

POSITION SUMMARY

Data Analysts I serve as the principal coordinators for processing and validating source data files used to produce employment-related reports and analyses for the firm's clients and those of its affiliated consulting company, Employment Advisory Services, Inc. (EASI). Working in a fast-paced environment, data analysts perform and document preliminary analyses of client data files, identify and resolve inconsistencies, and assist the firm's attorney and non-attorney professionals in producing client deliverables, using standard database spreadsheet applications such as Microsoft Access and Excel.

ESSENTIAL RESPONSIBILITIES

- Assures integrity of project data, including validation, processing, setup, and analysis
- Accurately codes variables; completes preliminary analyses as required using Microsoft Access or Excel
- Runs existing SAS programs requiring only minor changes
- Discusses data and analysis-related needs with firm professionals; clearly presents findings and recommendations for further research and investigation
- Works collaboratively with firm attorneys and non-attorney professionals

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and project management skills
- Demonstrated skills in processing, cleaning, importing, and validating source data files ranging in size from several hundred to several hundred thousand records
- Strong numerical and analytical skills; ability to identify, discern, and prioritize patterns and results within large and complex datasets
- Knowledge of basic statistical concepts such as thresholds for statistical significance
- Strong customer/client service orientation and excellent interpersonal skills
- Strong oral communication skills; ability to articulate conclusions, findings, and recommendations
- Strong written communication skills; ability to prepare clear and concise documentation (summaries, outlines, narratives, charts, graphs, etc.) of both process and analytical results
- Ability to work in a deadline-driven environment by balancing multiple client projects to meet time and quality criteria

EDUCATION AND EXPERIENCE

- BA/BS in business administration, economics, statistics, computer/information sciences, or related field
- 0-3 years of experience supporting business data operations and/or data analysis using standard database and spreadsheet applications such as Microsoft Access and Excel
- Some experience writing basic code, such as generating new variables and using conditional logic, in a statistical software program such as SAS, Stata, or R preferred
- Experience with Microsoft Access as a report writer and data repository preferred

ATTRIBUTES

- Determined, strong work ethic
- Analytical and detail oriented; enjoys working with data and highlighting data integrity issues
- Service oriented
- Collaborative; team player
- Exhibits professional presence
- Trustworthy, with strong business integrity and ability to hold sensitive information in confidence
- Fast learner; able to work with minimal supervision but knows when to ask questions
- Willingness to travel occasionally

To apply send cover letter and résumé to careers@ntlakis.com. Include a transcript if you have less than one year's work experience.