

## DATA ANALYST 2

S0132  
Pay Group 4  
March 13, 2018

**DEFINITION:** This is specialized clerical work in the review and control of computer input, throughput, and output.

Employees in this class are involved in the quality control and review of all data that is to be used in the processing of computer programs. Work involves reviewing the original input, scheduling and batching the input documents data entry for processing the input to the computer room, reviewing throughput and error listings to determine problem sources, and reviewing the computer output for proper computer processing, completeness, and accuracy. Work involves a continuing orientation and interaction with the other parts of the system and working with data entry, programming, and operations personnel to promptly react and resolve input, throughput, and output problems involving data movement and program breakdowns. Work may include leading a data review staff and the participation in training of lower level personnel. Work is performed with considerable independence but problems are referred to a technical supervisor for resolution and work is reviewed for accuracy of data and timeliness of data movement.

**EXAMPLES OF WORK:** Reviews computer input, throughput, and output for completeness of processing and accuracy of control totals; reviews original data to resolve data errors; evaluates error listings to detect problem sources; and assists programmers and systems analyst in resolving program breakdowns not related to incorrect data.

Batches input and schedules batches for data entry.

Reviews key punched data for accuracy and completeness and routes input into computer room.

Maintains log of all data in process by computer facility.

Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:** Knowledge of the practices and procedures of computer data control.

Knowledge of methods and techniques of data batching, computer input preparation, and computer output review.

Ability to read and interpret input forms, keypunch cards, and computer printouts.

Ability to maintain accurate log and control records.

Ability to communicate effectively both orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING:** One year as a Data Analyst 1;

or

Three years of progressively responsible experience in the review,

analysis, and control of computer processed data. Appropriate post high school education may be substituted for experience on a year-for-year basis.

or

Any equivalent combination of experience and training.