UNIVERSITY OF SOUTHERN CALIFORNIA

Business Data Analyst
Job Code: 185515

Grade: J
OT Eligible: No
Comp Approval: 9/1/2011

JOB SUMMARY:
Performs data analyses and assists in interpretation of results using a variety of techniques to support business practices. Works with management to obtain and identify analytical requirements. Provides recommendations and conclusions gained from analyzing data using statistical methods and tools. Researches best practices, develops benchmarks, and provides dashboard metrics to management leadership. Develops a variety of reporting tools for distribution. Ensures data accuracy. Provides input into decisions affecting business operations and strategic initiatives. May lead staff or student workers, as assigned.

JOB ACCOUNTABILITIES:

Performs data analyses and assists in interpretation of results using a variety of techniques to support business practices. Works with management to obtain and identify analytical requirements. Researches best practices and develops benchmarks. Produces data collection methods (e.g., surveys, tests, etc.), and develops tools and processes to support analyses. Analyzes results, reviews data for anomalies, investigates to identify and determine cause, and corrects data inaccuracies and inconsistencies as necessary. Provides recommendations and conclusions gained from analyzing data.

Provides business data trend information to support recommendations for action. Collaborates with management on matters of best practices, appropriate statistical measures and benchmarking. Provides management with suggestions, as appropriate.

Utilizes statistical and quality management principles to report and initiate operational/business practices changes.

Develops schedules for producing statistical analyses and graphical representation of data for business analytics. Provides ad hoc reporting and statistical analyses, as requested.

Oversees or performs data collection and/or entry processes. Recommends and/or utilizes methods and procedures for data acquisition, management and quality control, as directed or as needed. Recommends and/or utilizes statistical techniques for data analysis, as directed or as needed. Resolves problems, answers questions and provides information to facilitate process. Uses standard statistical analysis software, as directed.

Oversees or performs maintenance and development of databases for collecting data and reporting purposes. Designs data input or data collection screens, as needed. Enters and/or validates data entry, as needed. Ensures data errors are addressed. Provides technical support and design enhancements.
Determines appropriate format for data and results presentation in both web-based and published metrics dashboards. Produces or oversees the production of graphs, tables, charts, etc. Assembles or oversees the production and distribution of reports that effectively present and summarizes data to review by management.

Creates status reports on project plans, progress and results of activities.

Provides input into decisions affecting business operations and strategic initiatives.

Provides guidance and direction to staff and/or student workers related to business data analyses duties, as needed.

Maintains currency with data analyses techniques, standards and related technologies.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

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<th>Essential:</th>
<th>No</th>
<th>Yes</th>
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In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

Minimum Education:

Bachelor’s degree

Minimum Experience:

1 year

Minimum Field of Expertise:

Proficient PC skills. Working knowledge of databases, spreadsheets, word processing and statistical software programs. Knowledge of business statistics and data analyses techniques. Ability to manage and analyze data. Strong analytical thinking and problem solving skills.

Preferred Experience:

3 years

Preferred Field of Expertise:

Bachelor’s Degree in disciplines such as statistics, economics, mathematics, accounting, business, computer science, information science or management information science. Knowledge of quality management methods (e.g., Six Sigma).

Skills: Administrative:

Gather data
Input data
Presentation slide creation (e.g., Keynote, PowerPoint)
Understand and apply policies and procedures
Use computer packages to prepare graphics
Use database and/or word processing software

**Skills:** Other:
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Consulting
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- Organization
- Planning
- Problem identification and resolution
- Research
- Scheduling
- Statistical analysis

**Skilled in:**
- Database administration and management
- Database design tools and techniques
- Database programming

**Skills: Machine/Equipment:**
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

**Supervises: Level:**
- Leads employees performing similar work on a project basis.
- May oversee student, temporary and/or resource workers.

**SIGNATURES:**

Employee: _________________________________  Date: _______________________________

Supervisor: _______________________________  Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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