	JUDICIARY OF GUAM	HUMAN RESOURCES DEPARTMENT JOB STANDARD
CLASSIFICATION TITLE: **DATA ANALYST**		ESTABLISHED DATE: November 2023
PAY GRADE: **O**	TOTAL HAY EVALUATION POINTS: **466**	POSITION STATUS: [ ] Classified [X] Unclassified [X] FT [ ] PT
FLSA CATEGORY: [X] Exempt [ ] Non-Exempt		EEO CATEGORY: Professional
REPORTS TO: Administrator of the Courts		APPROVED BY: *MRosete* **DANIELLE T. ROSETE, Esq.** **Administrator of the Courts**

NATURE OF WORK:

This position performs complex professional work involving data collection and analysis, data management, information dissemination; and preparation of reports which may include recommendations to enhance judicial operations.

An employee in this class also prepares various statistical reports and oversees special projects involving the collection, classification, verification, and summarization of court data relative to division programs and/or operations.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Researches, develops and/or conducts a variety of complex statistical studies; prepares and presents reports and submits recommendations regarding future courses of action and the development of programs or services.

Develops complex data analysis, methodologies, and predictive data models.

Develops and leads advanced qualitative and quantitative analytic projects related to case management or judicial operations.

Analyzes data using statistical techniques, formulas and calculations.

Performs statistical tests to determine the reliability and soundness of results to ensure data integrity.

Presents reports on statistical findings to include executive summaries, charts, tables, and graphs for decision making, action planning and continuous improvement.

Coordinates data collection with other divisions and internally manages datasets.

Audits case management system entries for accuracy and recommends corrective action of discrepancies.

Restructures and manages large datasets, files, and systems.

Prepares memorandums that document data processing decisions and summarizes the quality of data.

Streamlines data collection methods; and analyzes collected data and places into a format that others can easily interpret.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of database languages, query tools and processes.

Knowledge of database storage, log, tables and indexes.

Knowledge of standard statistical and research principles, methods, and techniques.

Knowledge of methods and techniques used in the analysis of managerial and operational problems.

Knowledge of statistics and its use as an analytical and evaluative tool.

Ability to work with complex datasets.

Ability to conduct research studies and prepare written reports.

Ability to use statistical programming software to create statistical, regression, and econometric models.

Ability to apply logic and critically evaluate information gathered from multiple sources, decompose high-level information into details, abstract up from low-level information, and distinguish user requests from underlying needs.

Ability to perform analysis of managerial systems and operations.

Ability to document specifications and parameters for report programming.

Ability to communicate effectively, both orally and in writing.

Skills in the administration of computer database systems.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

(A)   Graduation from a recognized college or university with a Bachelor's degree in Data Science, Statistics or closely related field, plus four (4) years of work experience in the administration and maintenance of database systems, inclusive of one (1) year of work experience in statistics; or

(B)   Graduation from a recognized college or university with an Associate's degree in Data Science or related field, plus five (5) years and six (6) months of work experience in the administration and maintenance of database systems, inclusive of one (1) year of work experience in statistics; or

(C)   Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills required for the position as acceptable by the appointing authority.