

**VERMONT JUDICIAL BRANCH**

**DATA ANALYST**

**Court:** Research & Information

**Supervisor:** RIS Manager

**Job Code:** 06850J

**Exempt/Non-exempt:** Non-exempt

**Pay Grade:** 23

**Union Eligible:** Yes

**PURPOSE:**

Responsible for professional and technical work involving data collection and analysis, data management and production, and information dissemination to support Judiciary business and communication functions. The incumbent must possess both business and technological skills to allow for the integration of multiple data sources to review and develop queries to support business requirements. Incumbent will also be responsible for the intranet communication portal. Duties are performed under the supervision of Judiciary Research and Information Services (RIS) management.

**ESSENTIAL JOB FUNCTIONS:**

- Work with and respond to a variety of internal and external stakeholders to understand data needs, coordinate with division/unit capabilities and establish data collection tools/reports to support program, operational, and oversight activities.
- Ensure data integrity, provide analysis of incoming data, develop and manage ad hoc reports using a variety of reporting and analysis tools used for program definition.
- Collaborate with external agencies, which may include other state branches, agencies, or departments as well as internal IT staff to coordinate required data information needs.
- Responsible for interpreting/translating program reporting needs into data elements as well as identify methods to develop or modify existing systems to attain desired outcomes and reporting requirements.
- Identify data requirements and structure in collaboration with other internal database professionals and vendors involved in database projects.
- Facilitate and support projects to meet annual reporting requirements.
- Serve as liaison between Trial Court Operations, the Office of the Chief Superior Judge, and RIS, to maximize functionality of reporting services and information access, integration with existing or planned systems, and to facilitate problem solving related to data needs.
- Support other internal database professionals in database management, and database extract, transformation and load procedures and operations as needed.
- Maintain internal communications portal to facilitate self-service data access and information flow between Judiciary divisions.
- Work with RIS peers to provide analysis and recommendations of program changes.
- Maintain and assist with integration of legacy systems into current and planned information systems initiatives.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.

## **OTHER DUTIES AND RESPONSIBILITIES:**

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

## **MINIMUM QUALIFICATIONS, JOB SKILLS & ABILITIES:**

(Required to perform the essential functions of the job.)

Bachelor's degree and two years related database experience.

OR

Associate degree in technology field and four years' related database experience.

OR

High School degree and six years' related database experience.

Preferred:

- Ability to critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information, and distinguish user requests from underlying needs.
- Considerable knowledge of database languages, query tools and processes.
- Strong analytical skills for working with complex databases.
- Considerable knowledge of SharePoint portal communications.