



OCWA Title: Data Analyst

(Civil Service job [#31460](#) Data Analyst - OCWA)

Job type

Full time, non-exempt

Competitive, Provisional*

Summary

OCWA – Central New York's Water Authority is currently seeking candidates for a Data Analyst to join the Information Technology Department. This position is responsible for conducting full lifecycle data analysis for OCWA to support overall improvement efforts. The incumbent works with teams to develop research and evaluation plans, as well as independently to select methods, analyze data, and make appropriate interpretations. The incumbent also develops tools that effectively and efficiently deliver data results to a wide variety of stakeholders. Work is performed under the general supervision of the Manager of Technical Support, with leeway allowed for the use of independent judgment in carrying out the details of the work.

Duties

- Identifies appropriate methods for analyzing and interpreting data.
- Analyzes and interprets qualitative and quantitative data to assist management with prioritizing business and information needs.
- Collects, analyzes, and interprets trends/patterns in complex data sets to inform improvement and change initiatives.
- Develops and administers appropriate data collection tools identified by evaluation and research efforts; locates and defines new process improvement opportunities.
- Supports the development and maintenance of electronic databases; develops Web dashboard for executive analysis.
- Develops reports and presentations on assessment results for supervisor's approval and dissemination to administrators and employees.
- Acquires data from primary and secondary big data sources and maintains databases/data systems and SCADA.
- Filters and "cleans" data by reviewing computer reports, printouts and performance indicators to locate and correct code problems.

Minimum Qualifications

- A.) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in computer science, information management, statistics, public administration, business administration, mathematics, economics, research, or a related field; OR,



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- B.) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in computer science, information management, statistics, public administration, business administration, mathematics, economics, research, or a related field and one (1) year of work experience, or its part-time equivalent, in information system technologies, data analysis or business data analysis; OR,
- C.) Five (5) years of work experience, or its part-time equivalent, in information system technologies, data analysis or business data analysis.

How to Apply

To apply please visit www.ocwa.org and fill out the general employment application. Applications must be received by November 29, 2021 to receive full consideration.

OCWA is a civil service agency under the jurisdiction of the Onondaga County Personnel Department. Hiring is in accordance with Onondaga County and New York State civil service regulations. For full job specification and more information about civil service please visit www.ongov.net/employment/.

*In the absence of a valid list, hiring will be done provisionally and in accordance with Civil Service guidelines. The successful candidate will be required to take the Junior Enterprise Support Specialist examination, when scheduled, and must score among the top three highest scoring individuals taking the examination to retain their position.

About OCWA

OCWA is composed of a dedicated, professional workforce that is committed to providing customers with a safe, reliable, and economical water supply.

OCWA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. OCWA complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.