

Job Family Description

Jobs which require specialized knowledge of a field, process, or activity and whose primary duties generally involve analysis of data for operations, reporting, and/or formulating recommendations.

SC1001	Analyst I	Grade 103
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Level Definition:

Work activities are associated with inspecting, collecting, preparing, testing, and analysis of data, numbers, behavior, and/or products. Positions perform work under direct supervision and follows specific methods, guidelines, and rules.

Knowledge Skills & Abilities

Ability to communicate effectively in writing and verbally. Ability to accurately follow both written and verbal directions. Ability to interact effectively with others in a professional manner. Skill in collecting, testing, and organizing data. Ability to apply general rules to specific problems. Ability to complete work assignments accurately and timely. Ability to use tools necessary for assigned work. Ability to analyze, monitor, and input records. Basic knowledge of industry practices and procedures. Basic ability to evaluate distinct information to form general conclusions.

Minimum Education & Experience

High School diploma or equivalent or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certifications, experience and/or additional qualifications depending on the position to be filled.

SC1002	Analyst II	Grade 104
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Level Definition:

Work activities are associated with inspecting, collecting, preparing, testing, auditing, and analysis of data, numbers, behavior, and/or products. Analysis of data to identify facts and required action; and minor decision-making based upon well-defined rules, regulations, methods, and procedures with limited deviation as the duties are repeated. May assume a lead role at times. Work is normally performed under general supervision.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to analyze, monitor, and input records. Skill in collecting, organizing, and analysis of semi-complex data. Skill in understanding the implications of new information for current and future problem-solving and decision-making. Skill in the use of analytical tools and data analysis methods. Knowledge of laws and regulations pertaining to field of emphasis.

Minimum Education & Experience

High School diploma or equivalent or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or additional qualifications depending on the position to be filled.

SC1003	Analyst III	Grade 105
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Level Definition:

Work at this level involves the application of knowledge regarding rules, regulations, policies, and procedures in carrying out moderate-level analysis. Work involves completing several steps; analyzing multiple sources of data to identify facts and required action; and making and communicating findings to stakeholders. Work differs from lower levels in that this work is more complex because of the breadth and depth of knowledge and responsibility associated with a variety of duties and with a greater degree of impact of decisions made. May provide task-specific training and guidance to lower-level staff.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult and stressful situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Ability to devise solutions to administrative or operational problems. Ability to make sense of, combine, and organize information into meaningful patterns. Skill in assessing the performance of others and to take corrective actions as necessary. Ability to develop level appropriate procedures. Ability to present briefings to various groups of management and stakeholders.

Minimum Education & Experience

Bachelor’s degree or equivalent or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or additional qualifications depending on the position to be filled.

SC1004	Analyst IV	Grade 106
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Level Definition:

Work involves significant responsibility for management and coordination of complex analytical work in the areas of finance, investments, utilities, disabilities, and natural resources. Therefore, work at this level is of a highly complex and sensitive nature, often requiring extensive contact with customers and the general public, and requires a high degree of knowledge, skills, and abilities and/or specialization in specific subject matter. Work activities involve decision-making

within parameters of approved policies and procedures. Supervision of staff is often included.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Advanced skills in use of analytical tools and data analysis methods. Ability to set priorities and determine workflow. Skill in evaluating alternative solutions, conclusions, or approaches to problems. Skilled at conducting and analyzing complex analysis and research and communicating results. High level knowledge of laws and regulations pertaining to field of emphasis. Skilled at negotiation and facilitation. Skilled at applying principles, methodologies, standards, and best practices to identify needs and determine solutions. Subject matter expert in assigned area.

Minimum Education & Experience

Bachelor’s degree or equivalent or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1005	Analyst V	Grade 107
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Level Definition:

Work involves leadership of very advanced analyst duties. Must also have experience to perform more complex investigations and research and handle increased administrative responsibility that may include oversight of a program. Often manages the work of others. Work at this level involves a comprehensive understanding of all basic, intermediate, and advanced services and programs being provided within an agency. Often involves the development and execution of a dept budget. Work involves complex reporting and communication to a variety of stakeholders.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Skill in assessing the performance of the organization and to take corrective actions or direct changes, as necessary. Ability to develop, interpret, and evaluate policies and procedures. Ability to implement new systems and procedures and evaluate their effectiveness. Skill in understand the implications of new information for current and future problem-solving and decision making. Highly skilled at negotiation and facilitation. Highly skilled at applying principles, methodologies, standards, and best practices to identify needs and determine solutions.

Minimum Education & Experience

Bachelor’s degree or equivalent or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or additional

qualifications depending on the position to be filled. The minimum qualifications stated for the classification do not replace such bona fide requirements.

Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC1006	Analyst VI	Grade 108
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Level Definition:

Work consists of coordinating the daily activities of an assigned section of the agency business. Work at this level involves performing the most highly complex assignments in the coordination of business functions. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Most often manages the work of others either directly or indirectly. Work will involve the review and evaluation of existing data and research.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Expert level skill in assessing the performance of the organization and to take corrective actions or direction changes as necessary. Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to solve program or service-related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards.

Minimum Education & Experience

Master’s degree or equivalent or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or additional qualifications depending on the position to be filled. The minimum qualifications stated for the classification do not replace such bona fide requirements. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.