BOULDER COUNTY COLORADO invites applications for the position of:

Data Analyst

Apply at https://boco.org/electionjob

Boulder County is a forward-thinking community with over 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

| SALARY                      | Monthly | $5,140.00 - $7,403.00 | Annually | $61,580.00 - $88,836.00 |

**OPENING DATE:** 03/30/23

**CLOSING DATE:** 04/23/23 11:59 PM

**DESCRIPTION:**

The Boulder County Clerk and Recorder's Office is seeking to hire a Data Analyst. The Data Analyst will play a critical role in helping our office provide excellent service to Boulder County residents by collecting, analyzing, and reporting on data to support effective decision making and operations. This position will work closely with other team members to maximize efficiency and accuracy throughout the elections process. The ideal candidate will be team-oriented and will have the ability to build effective working relationships with others.

**ABOUT THE OFFICE**

The Clerk and Recorder's office is committed to providing exceptional service for Boulder County residents throughout all divisions: Elections, Motor Vehicle, and Recording. We have an outstanding reputation in fulfilling our mission, and we are seeking a Data Analyst who excels at data management, analysis, and reporting to continue modernizing our operations while streamlining our processes.

**ABOUT THE TEAM**

This position is one of the Technology Division's team members and collaborates closely with Technology Division Leader and the Senior Data Analyst to support critical election functions. Our team sets a high bar for fulfilling our commitment of providing exceptional service to the residents of Boulder County, and we are looking for someone who has a strong
technical foundation, is forward-thinking, committed to continual improvement, and someone who can contribute to an empowering and results-driven environment. Our office consists of 75+ team members (and hundreds more during election time).

Commitment to ensuring we include historically excluded communities in our work is vital to fulfilling our mission. This person must be committed to building a culture where individuals from any background can be successful, which includes ongoing work around disrupting patterns, systems, and behaviors of inequity and exclusion.

ABOUT THE POSITION
This position plays a vital role on the Technology Division team and is responsible for the support and enhancement of the data program for the Elections Division. The data management, analysis and reporting responsibilities of this position contribute to effective, streamlined, and successful election for Boulder County residents. The ideal candidate will have a strong background in data analysis and reporting, with experience working with complex data sets and presenting findings to stakeholders using visual and comprehensible methods.

This is a full-time, benefited position. This position will work Monday-Thursday (10-hour day) 40 hours per week during non-election time. This position will require overtime, nights and weekends during election season and is subject to periods of time when vacation scheduling is not allowed (because of the election calendar). This position will work out the Boulder County Clerk and Recorder's Office located at 1750 33rd St., Boulder, Colorado, or remotely at certain points in the year. Under Fair Labor Standards Act (FLSA) guidelines, this position is exempt.

Boulder County requires its employees to reside in the state of Colorado as of the first day of work.

Hiring Salary Range: $61,680.00 - $75,258.00 Annually

Tentative Hiring Timeline:
- Phone Screening: April 27th
- First Round Interviews: May 4th
- Second Round Interviews: May 10th
- Reference Check: May 12th

EXAMPLES OF DUTIES

1. Elections: Support, execute, and streamline or automate elections operations, including but not limited to:
   - voter registration auditing and reporting
   - ballot build, accounting, and reconciliation
   - ballot processing
   - elections results reporting and statistics
   - vote center reconciliation
2. Data Team: provide redundancy and operational support with the Senior Data Specialist
3. Support and improve elections processes through analysis of status quo
4. Understand and interpret various complex datasets and databases used and provide database support and data retrieval, cleansing, auditing, merging, and loading
5. Propose, create, select, enhance, and support tools that support data and workflows
6. Develop, implement, document, and manage queries, reports, visualizations, tools, and data
7. Build and design reporting and dashboard and maintain their underlying data, which support underlying business functions
8. Develop, research, create, select, enhance, and support tools and automations that support data and workflows
9. Provide general technical support to staff divisions on business systems, applications
10. Develop systems
11. Performs related work, as required
12. May be reassigned in emergency situations

REQUIRED Qualifications

PLEASE NOTE: When submitting your application be sure to include all relevant education and experience, as applications are screened based on the qualifications listed in this position announcement. Applications that do not appear to meet minimum qualifications, as outlined below, will not be considered. Resumes are not accepted in lieu of completed applications.

Please be aware that your cover letter and resume will not be accessed in the initial screening process, so you must complete your application and supplemental questions with as much detail as possible. Any personally identifiable information (PII) such as name and address will be redacted from applications that meet the minimum screening requirements and are forwarded to the hiring manager. If the hiring manager selects you to advance in the hiring process, your cover letter and resume will then be accessible to the hiring team.

EDUCATION & EXPERIENCE:
Boulder County is looking for well qualified candidates to fill our positions. Any combination of relevant education and experience is encouraged. In this position, we are looking for a minimum of a Bachelor’s degree in Data Analysis, IT, Business or related field plus two years of experience.

SPECIAL REQUIREMENT:
- Applicants must have reliable transportation

BACKGROUND CHECK:
- A job offer is contingent on passing a criminal background investigation
- Election statute requires no convictions for election fraud, any other election offense or fraud

SUPPLEMENTAL INFORMATION

PREFERRED QUALIFICATIONS:
- The ideal candidate will have at least 2 years’ experience working with SQL server databases, however applicants with experience working with other relational databases will be considered.
- The ideal candidate would possess at least 2 years’ experience with any combination of the following skills sets:
  - Programming
    - Python
    - XML/JSON
    - Visual Basic/VBA
    - Macros
    - Geoprocessing
- GitHub
- C#
- R
- Data Queries and Filtering
  - SQL
  - VB
  - Power Query
  - Pivot Tables
- Web Development
  - HTML5/CSS3
  - SharePoint
- Data Reporting & Dashboards
  - Tableau
  - PowerBi
  - SSRS
  - Jupyter
  - SAS
  - Alteryx
- GIS Analysis
  - ArcMap
  - ArcGIS Pro

Boulder County is a family-friendly workplace dedicated to fostering a diverse, inclusive, and respectful environment for all employees. We prohibit unlawful discrimination against applicants and employees on the basis of race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status, sexual orientation, genetic information, or any other status protected by applicable federal, state, or local law.

An application must be completed for each position. Resumes are not accepted in lieu of application. Applications must be submitted online at www.bouldercounty.org. Please note that all new employees and rehires are required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

For deaf and hard of hearing assistance, please call Relay Colorado at 1-800-659-2656.

Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.bouldercounty.org

ALTERNATIVE FORMAT APPLICATIONS MAY BE ACCEPTED ON A CASE-BY-CASE BASIS. OBTAIN AT:
Boulder County Courthouse Information Desk
1325 Pearl Street
Boulder, CO 80302
303-441-3525
jobs@bouldercounty.org

Data Analyst Supplemental Questionnaire

* 1. Please describe how you meet the minimum qualifications of a Bachelor's degree in Data Analysis, IT, Business or related field plus two years of experience (required).
2. Explain the relationship between data analysis and data reporting and how these roles deliver value to an organization. Provide two distinct examples where you have used a combination of data analysis and reporting to help an organization make a decision and how that impacted the organization. Please provide details as to what steps you took to process the data and what software, tools and methods you used throughout the process.

3. Assume you were given a set of data and tasked with preparing that data to be loaded into a production SQL table. The data you are provided is a spreadsheet from a smaller company’s business customer list, your company just acquired all of those customers, and you need to QC the data before loading it into your company’s business customer database. Using nothing but Excel, how would you go about ensuring the data is cleansed and ready to load into the SQL database. Describe the stages of data cleansing you would address, the purpose of each step, and any Excel tools and/or functions you would leverage to accomplish each step. Assume, if needed, that you do have access to generate CSV reports from your existing business customer database.

4. This position will require, on-site, overtime, nights and weekends during election season and is subject to periods of time when vacation scheduling is not allowed (because of the election calendar). Is this a commitment you are able to make?

☐ Yes  ☐ No

5. Explain what you believe to be an effective strategy to introduce the concepts of diversity and inclusion to individuals who have only experienced a limited number of cultures, perspectives, and limited training on this subject.

6. In what way do you see that racial equity is relevant work for Boulder County as an organization?

* Required Question