



Data Analyst/GIS

Golden

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Jefferson County Government, CO
Close Date: 09/06/21

Full time-\$51,772.08-\$80,246.72

Category:Administrative, Business Programs and Services

Ballot Operations

Purpose

Are you seeking more than a paycheck?

Do you want to serve your community in a way that's friendly, composed, and professional? At JeffCo, we are looking for customer-focused individuals just like YOU who take pride in their work, have an eye for detail, and believe in a positive attitude. Whether you are coming from a job where travel is mandatory, or leaving a company with an overwhelming schedule, you can find a better quality of life working with the JeffCo community. We offer exciting benefits such as flex time, generous holiday schedules, and regular business hours so you can stay put, spend more time with family, and enjoy all the amenities Jefferson County has to offer!

If you are looking for a great opportunity for your career to take off, then this position welcomes you to work for a County that thrives on working collaboratively and overcoming challenges. We are seeking someone who has a strong work-ethic, is a self-starter, loves what they do and is motivated to share their knowledge and experience with those who they work with.

The Data Analyst is responsible for organizing processes and monitoring data analytics of a complex nature from several sources. Orchestrates communication between various internal and external partner agencies as to ensure effective delivery of services to staff and customers. Utilizes extensive knowledge of databases and reporting tools to create and process variety of metrics, trends and special requested reports for the Department and Division. Collaborates with managers and staff to assure accurate data reporting. Provides maintenance of the various data collection and analysis tools. Works independently or as part of a team to complete special projects that enhance the overall effectiveness of the Department and Division. Will also be utilizing GIS for Redistricting/Reprecincting.

The Elections Division is committed to continual improvement, and we are looking for a team member who can help strengthen our team and our work by overseeing mission-critical process areas that demonstrate accountability to the public while also assuring data integrity. The primary objectives of this position are to:

- Develop, manage, and maintain **database reporting and analytics tools** that support the division in accurately, sustainably, and resiliently executing our voter registration and election administration duties.
- Develop and maintain data **processing and management structures, procedures, and practices** that ensure position duties and deliverables are accurate, efficient, secure, sustainable, and resilient.
- Work with others to create, provide, and maintain exports and reports that meet functional area needs
- Independently create, manage, and maintain database reporting and analytics tools
- Includes maintaining and managing legacy Microsoft Access systems and tools until fully migrated to Microsoft SQL Server (planned for 2023)
- Responsible for collecting, preparing, and analyzing diverse data sets; and producing operational reports and statistics, quality control reports, and custom detailed reports and extracts.
- Document work and maintain accurate and compliant Standard Operating Procedures.
- Partner with staff to learn election processes and understand data interactions, recommend process improvements, efficiencies and implement quality assurance solutions.
- Responsible for working with team members to understand their needs and priorities, and developing technical implementation plans to support post-election, present and explain elections data/reports to the bipartisan panel who certifies the election
- Lead, plan, execute, and/or assist with other projects and tasks during non-election times
- Project Examples: Redistricting, Microsoft Access to SQL Server Migration, Self-Service Analytics and Reporting
- Experience with GIS software(s)

Jefferson 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:

Minimum Qualifications:

- A bachelor's degree in information services, computer science information services, or

Posted 4 Days Ago

Full time

R-2276

About Us



Jefferson County invites YOU to join our team and earn more than a paycheck!

Living and working in Jefferson County offers the quintessential Colorado lifestyle sought after by many. Residents enjoy easy access to mountain activities such as hiking, skiing and rafting, while also being able to take advantage of the eclectic amenities offered by the greater metropolitan Denver area. It's a place where the great plains meet the Rocky Mountains with some of the most magnificent scenery in the country. We have rolling grasslands and craggy rock formations, natural foothills, rugged mountains and tumbling mountain streams. Jefferson County, commonly called Jeffco, is the fourth most populous of the 64 counties of the State of Colorado. Located along the Front Range of the Rocky Mountains, Jefferson County is adjacent to the west side of the state capital, Denver. The total county population is 534,543 according to the 2010 census. A career with Jefferson County Government offers the best candidates career growth and a diverse workforce. More than a paycheck, your job enriches the lives of the citizens of Jefferson County. Jefferson County offers great benefits, plentiful holidays, and now is a major stop along RTD's new Light Rail West Line. Located at the heart of the foothills of Golden, city life, bike paths, hiking and adventure are just a step away. When you're ready to learn, grow, and make a contribution to your community, find your career with us.



Any equivalent combination of relevant education, experience and training is encouraged. Training certifications are also factored into the combination of experience.

Preferred Qualifications:

- Experience in a fast-paced, deadline-driven, and changing environment, where individually responsible for producing accurate detailed and summary reports essential to organizational and team success
- Experience with ownership of business problem resolution using data analysis, data collection, and reporting
- Experience summarizing, visualizing, and presenting key information to both business and technical teams.
- Experience implementing and/or developing enterprise-class Business Intelligence tools such as PowerBI, Tableau, Oracle BI, or similar
- Experience working with version control systems such as Git and experience using scripting languages for data manipulation such as Python
- Applicable experience in elections and/or with elections-related data
- Basic project management experience and ability to apply it in managing one's workload and/or in directing the work of others

Knowledge, Skills, and Abilities that lead to success in this role:

- Solid understanding and experience applying relational database theory and practice
- Highly proficient in one or more relational database technologies; creating relational database schemas and data models; understanding and building complex queries, stored procedures, functions, and views; and creating dynamic links between databases and other Microsoft 365 applications like Excel, Word, and Forms
- Design digital maps using geospatial data and analyze spatial and non-spatial information.
- Ability to quickly learn, manage, and maintain Microsoft Access database systems and outputs including: databases, tables, queries, macros, reports, and connections to SQL Server databases and Excel
- Proficient in creating filtered views, pivot tables, graphs/charts, advanced formulas, and linked tables in Microsoft Excel
- Ability to quickly and independently understand and apply complicated ideas, as well as learn and adapt to new hardware and software solutions
- Ability to effectively organize, present, and explain complex information to a variety of audiences
- Self-motivated and self-reliant with ability to organize, plan, prioritize, and manage one's time effectively
- Ability to work both independently and as part of a cross-functional team

Employment is contingent on the completion of a background check.

Recruitment Process: You are able to see your status and any communication when you log into your [candidate portal](#). Listed below are the steps in our recruiting process:

- Once the job bulletin has closed, the Talent Acquisition Team evaluates all applications based on the minimum requirements listed in the qualifications section of the job bulletin.
- Next, the Talent Acquisition Team reviews applications for the preferred skills. While these skills are not a requirement for the position, they will contribute to the success of the new hire in this role. These skills are scored and the highest scoring applicants will be forwarded to the next step.
- The next step includes the hiring team reviewing applications and deciding who to contact for a phone screen/interview. The number of applications forwarded for Manager Review depends on the hiring teams request and can range from 10 applications to everyone who meets minimum requirements; not everyone who makes it to Manager Review is guaranteed an interview.
- If the hiring team wishes to speak with you further, they will reach out to you via phone call or email using the contact information listed on your application. You may receive emails asking you to complete a task within your candidate portal and it is important that you are receiving our emails as we do not want you to miss out on an opportunity.

The time frame for contacting applicants depends on the hiring team's schedule/workload and how many applications were referred for manager review. Please note that Jefferson County receives on average over 100 applications per job bulletin.

Thank you for your patience and for your interest in Jefferson County Government! We wish you success through this process. Do not forget to sign up for Job Interest Alerts through your candidate portal to receive email alerts for future positions you are interested in.

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:Minimum three years

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