

**Salient Corporation**  
**POSITION DESCRIPTION**

<b>Position:</b> Data Analyst I	
<b>Department:</b> Public Sector	<b>Reports to:</b> Director of Data Analysis Services
<b>Job Classification:</b> Non-Exempt	

**PURPOSE:** Perform data analyses and execute data validation plans under general supervision.

**Duties & Responsibilities:**

<ul style="list-style-type: none"> <li>• Execute prepared data validation plans</li> </ul>
<ul style="list-style-type: none"> <li>• Conduct defined data analyses using Salient software</li> </ul>
<ul style="list-style-type: none"> <li>• Assist in maintaining data documentation, such as data dictionaries and About the Data documents</li> </ul>
<ul style="list-style-type: none"> <li>• Able to follow written and verbal procedures and instructions</li> </ul>
<ul style="list-style-type: none"> <li>• Develop and maintain current knowledge of Salient's Health and Human Services solutions and software system capabilities</li> </ul>
<ul style="list-style-type: none"> <li>• Assist with client user training classes</li> </ul>
<ul style="list-style-type: none"> <li>• Understand client requirements as related to analysis goals and implementations</li> </ul>
<ul style="list-style-type: none"> <li>• Identify and communicate issues to team and management as appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• Strictly adhere to Salient and client security policies and practices.</li> </ul>
<ul style="list-style-type: none"> <li>• Carry out other duties as necessary to perform function and as assigned</li> </ul>
<ul style="list-style-type: none"> <li>• Strive for continuous improvements of processes, quality, methods and documentation</li> </ul>

<b>Complexity of Work &amp; Decision-Making:</b> Moderate
<b>Measures of Performance:</b> Quality of work; meeting timelines and commitments; knowledge of products and procedures

**QUALIFICATIONS:** To perform this position successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

<b>Education:</b> B.S. in Computer Science or related experience
<b>Experience:</b> 0 to 3 years of professional work experience focusing on data analysis.
<b>Required Skills or Knowledge:</b> Must be strong in problem solving and scientific/mathematical thinking skills, and ability to create organized and professional material.
<b>Functional/Technical Competencies:</b> <ul style="list-style-type: none"> <li>• Questioning, inquisitive approach to work with the ability to learn</li> <li>• Possess passion for working with data</li> <li>• Possess the ability to analyze complex data and prepare ad hoc analysis</li> <li>• Develop proficiency in Salient's health and human service solutions and software capabilities</li> <li>• Develop skills in the suite of software tools in use at Salient</li> <li>• Familiarity with or ability to learn relevant BI tools and data analytic systems</li> <li>• Proficient with MS Excel</li> </ul>
<b>Language Skills:</b> <ul style="list-style-type: none"> <li>• Ability to communicate clearly and effectively with others both verbally and in writing</li> <li>• Ability to create organized, professional, written documents</li> </ul>
<b>Travel Requirements:</b> <ul style="list-style-type: none"> <li>• This position is based in Albany, NY.</li> <li>• This position may involve limited travel to client sites (less than 10%)</li> <li>• National travel may be required</li> </ul>
<b>Mathematical Skills:</b> Ability to add, subtract, multiply and divide in all units of measure, using whole numbers,

common fractions and decimals.

**Reasoning Ability:** Ability to troubleshoot and define problems, collect data, establish facts and draw valid conclusions.

**Physical Demands:** Ability to spend majority of time at the keyboard and viewing the computer screen.

**Other:** Position is based in Albany facility