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| **Position:** Data Analyst II |

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| **Department:** Health and Human Services | **Reports to:** Director of Data Analysis Services |

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| **Job Classification:** Exempt |

**PURPOSE:** Perform data analyses and execute data validation plans to ensure that the data in the Salient Solutions are accurate and reliable.

**Duties & Responsibilities**:

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| • Create and execute data validation plans |
| • Conduct data analyses using Salient software |
| • Create and maintain data documentation, such as data dictionaries and *About the Data* documents containing data definitions |
| • Respond to client support requests; document issues and resolutions |
| • Develop and maintain current knowledge of Salient's Health and Human Services solutions, software system capabilities, and client implementation data structures |
| • Assist with client user training classes as needed |
| • Translate and  apply client requirements as related to analysis goals and implementations |
| • Carry out other duties as necessary to perform function and as assigned |
| • Identify and communicate issues to team and management as appropriate |
| • Strictly adhere to Salient and client security policies and practices. |
| • Strive for continuous improvements of processes, quality, methods and documentation |

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| **Complexity of Work & Decision-Making:**  High |
| **Measures of Performance:** Quality of work; accuracy of data in Salient systems, accountable to deliver work commitments as scheduled; knowledge of products, procedures, and client data implementations, teaming and communication skills. |

**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.

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| **Education:**  B.S. in Computer Science or related field or experience |
| **Experience:**  3 to 5 years of professional work experience focusing on data analysis. |
| **Required Skills or Knowledge:**  Must be strong in problem solving and scientific/mathematical thinking skills, and ability to create organized and professional material. |
| **Functional/Technical Competencies:**<br>• Possess passion for working with data<br>• Apply knowledge and practices to successfully analyze complex data and prepare reports<br>• Develop proficiency in Salient's public sector solutions and software capabilities<br>• Develop skills in the suite of software tools in use at Salient<br>• Familiarity with relevant BI tools and data analytic systems<br>• Able to clarify requirements to validate data accuracy<br>• Proficient in MS Excel |
| **Language Skills:**<br>• Ability to communicate effectively with others both verbally and in writing<br>• Ability to create organized, professional, written documents |
| **Travel Requirements:**<br>• This position is based in Albany, NY.<br>• This position may involve travel to client sites (10 - 20%) |

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| • National travel may be required |
| **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. |
| **Reasoning Ability:** Ability to troubleshoot, define and resolve 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 |