**Class Summary**

The responsibilities of this classification include preparing data for analysis and supporting the conversion of data into meaningful layouts and formats.

**Distinguishing Characteristics**

This classification is the first level of a three-level series. This classification is distinguished from the Data Engineer in that the Data Engineer is responsible for consulting with internal partners to define requirements for structuring and organizing data for analysis and leading the conversion of data into meaningful layouts and formats to optimize the business’s data ecosystem.

**Examples of Duties**

1. Assist in building data pipelines to pull together data from different systems.
2. Integrate, consolidate, and clean data.
3. Write and perform verification/validation tests.
4. Assist with review and quality control of standardized code.
5. Assist in the implementation or integration of existing application programming interface (API) connections.
6. Maintain automated processes.
7. Update standard queries following established procedures.
8. Create and maintain existing documentation (data dictionaries, configuration, test scripts, functional specs for reporting and integration).
9. Prepare visualizations, reports, data models, and tools.
10. Research and develop basic analytical approaches, forecasting models, and optimization methods to improve the quality of data products.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of mathematics, data science, engineering, social sciences, statistics, public health, behavioral health, or a related field with coursework in computer science, economics, physics, and equivalent education and experience

Knowledge of cloud-based data storage

Knowledge of application development

Knowledge of data warehouses

Skill in oral and written communication

Skill in providing customer service

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Computer Professional) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within the same series** | Data Engineer-Associate, Data Engineer, Data Engineer-Senior |
| **Class History** | 08/2023 - Created |