PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for managing the City's data analytics program including data governance, data analytics and data science while leading the Data Governance team, serves on the Information Technology Governance Board; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Manages the Data Governance policy and responsible for updating annually
- Coordinates the Citywide Data Inventory annually
- Ensures the Data Classification Policy is implemented consistently
- Administers an environment to store analytics data as authorized by internal customers
- Manages relevant software licenses
- Guides data stewards on creation of data dashboards for department performance measurement
- Leads Urban Data Pioneers, including the procurement of data for cohort teams and scoping projects with internal customers
- Leads innovation projects focused on using Artificial Intelligence to automate processes
- Creates and maintains a Mayor's Dashboard of Key Results (KRs) or Key Performance Indicators (KPIs) for internal customers
- Reports on Strategic Plan Community Performance Indicators
- Partners with Community Service Council to update Equality Indicators annually
- Aligns and adjusts KRs or KPIs and associated dashboards to meet the measures identified in the Mayor / Council Strategic Plans
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

> (a) Completion of one hundred twenty (120) hours from an accredited college or university in statistics, data analytics, mathematics, geographic information systems, management information systems or related field; **and,**
>
> (b) Six (6) years of experience relevant to the essential tasks listed in this job description; **including,**
>
> (c) Two (2) years of experience working with large datasets, machine learning and working with managers to identify problems and performance measures or experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Demonstrated knowledge of R programming language, Stata programming language, Structured Query Language (SQL), Python programming language or other scripting language used for data and statistical analysis and cleaning
- Relational databases, methods and techniques
- Demonstrated knowledge of Business Intelligence and data visualization software
- Geospatial analysis

Ability to:

- Work with Extract, Transform, Load (ETL) staff and database staff to define effective ETL routines
- Interface effectively with internal and external customers, including executives and elected officials
- Support data projects of varying complexity with demanding deadlines
- Analyze complex issues and formulate sound concepts
- Demonstrate effective verbal and written communication skills
- Understand and influence the behavior of internal and external customers in order to achieve job objectives and cause action or understanding

Skill in:

- Gathering knowledge and information regarding data analysis and problem-solving

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to 20 pounds; may be subject to walking, sitting, reaching, bending, kneeling, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily in an office setting and may require some travel to various City locations.

EEO Code: E-02
Group: Fiscal
Series: Financial Management