



JOB INFORMATION

<i>Job Code:</i>	185515
<i>Job Title:</i>	Business Data Analyst
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.
<i>Job Family:</i>	Business Data Analysis
<i>Job Family Group:</i>	Data Analysis
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Performs data analyses and assists in interpretation of results using a variety of techniques to support business practices. Works with management to obtain and identify analytical requirements. Provides recommendations and conclusions gained from analyzing data using statistical methods and tools. Researches best practices, develops benchmarks, and provides dashboard metrics to management leadership. Develops a variety of reporting tools for distribution. Ensures data accuracy. Provides input into decisions affecting business operations and strategic initiatives. May lead staff or student workers, as assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	Statistics

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proficient PC skills.
X		Working knowledge of databases, spreadsheets, word processing and statistical software programs.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of business statistics and data analyses techniques.
X		Ability to manage and analyze data.
X		Strong analytical thinking and problem solving skills.
	X	Knowledge of quality management methods (e.g., Six Sigma).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs data analyses and assists in interpretation of results using a variety of techniques to support business practices. Works with management to obtain and identify analytical requirements. Researches best practices and develops benchmarks. Produces data collection methods (e.g., surveys, tests, etc.), and develops tools and processes to support analyses. Analyzes results, reviews data for anomalies, investigates to identify and determine cause, and corrects data inaccuracies and inconsistencies as necessary. Provides recommendations and conclusions gained from analyzing data.				
Provides business data trend information to support recommendations for action. Collaborates with management on matters of best practices, appropriate statistical measures and benchmarking. Provides management with suggestions, as appropriate.				
Utilizes statistical and quality management principles to report and initiate operational/business practices changes.				
Develops schedules for producing statistical analyses and graphical representation of data for business analytics. Provides ad hoc reporting and statistical analyses, as requested.				
Oversees or performs data collection and/or entry processes. Recommends and/or utilizes methods and procedures for data acquisition, management and quality control, as directed or as needed. Recommends and/or utilizes statistical techniques for data analysis, as directed or as needed. Resolves problems, answers questions and provides information to facilitate process. Uses standard statistical analysis software, as directed.				
Oversees or performs maintenance and development of databases for collecting data and reporting purposes. Designs data input or data collection screens, as needed. Enters and/or validates data entry, as needed. Ensures data errors are addressed. Provides technical support and design enhancements.				
Determines appropriate format for data and results presentation in both web-based and published metrics dashboards. Produces or oversees the production of graphs, tables, charts, etc. Assembles or oversees the production and distribution of reports that effectively present and summarizes data to review by management.				
Creates status reports on project plans, progress and results of activities.				
Provides input into decisions affecting business operations and strategic initiatives.				
Provides guidance and direction to staff and/or student workers related to business data analyses duties, as needed.				
Maintains currency with data analyses techniques, standards and related technologies.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.