TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Data Analyst - Community Justice Center

SALARY: $30.67 Hire Rate $33.31 Work Rate

TYPE OF EMPLOYMENT: Full-Time

ISSUE DATE: 07/15/21

THE FINAL DATE TO FILE APPLICATIONS: 08/15/21

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/16/21

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in Computer Science, Electrical or Computer Engineering, Communications Technology or a related field **AND** three (3) years of full-time paid (or the equivalent part-time) experience in systems analysis and the maintenance of electronic data processing equipment and communication systems; **OR**

2. Graduation from an accredited two-year college with an Associate's Degree in Computer Science, Electrical or Computer Engineering, Communications Technology or a related field **AND** five (5) years of full-time paid (or the equivalent part-time) experience in systems analysis and the maintenance of electronic data processing equipment and communication systems; **OR**

3. Graduation from high school or possession of a high school equivalency diploma **AND** seven (7) years of full-time paid (or the equivalent part-time) experience in systems analysis and the maintenance of electronic data processing equipment and communication systems; **OR**;

4. Any equivalent combination of training and experience as described in (a), (b) and (c) above.

NOTE: Degrees in word processing, or spreadsheets does not qualify in (a) and (b).

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position reports to the Project Director for the Community Justice Center and is responsible for reviewing, analyzing and organizing data to support the implementation of the Reimagining Public Safety recommendations. This technical position will be responsible for collaborating with City/County Offices Departments to understand the current information technology landscape, provide recommendations for processes and procedures to move initiatives forward and to facilitate work groups. The Data Analyst will work from problem definition to implementation and provide support for the system designed as needed. The Data Analyst position will also be responsible for translating complex information, explaining the results and potential impacts to diverse audiences especially community members. Considerable leeway is allowed for the exercise of independent judgment when planning and carrying out the work methods and procedures with commensurate responsibility for technical results. This position requires the ability to work with a high degree of autonomy making daily independent judgments in coordinating with County/City Offices and Departments. The Data Analyst will perform other related duties as required.

TYPICAL WORK ACTIVITIES:

- Supports the integration of new information and/or technology to implement the Tompkins County and City of Ithaca Reimagining Public Safety Recommendations across Tompkins County and City of Ithaca Offices and Departments;
- Organizes data in meaningful and understandable manner for all involved stakeholders;
- Analyzes system-level data through an equity-lens.
- Facilitates dialogue between departments to understand and address systems concerns;
- Conducts research and proposes solutions for systems-level issues;
- Conducts quality assurance checks to ensure accuracy in output analyses and/or interpretation;
- Develops and implements meticulous quality control and record-keeping procedures to ensure the highest levels of data integrity;
- Translates findings into recommendations, strategy, and change management practices for impacted stakeholders;
- Designs and runs regression models and provides interpretation of the results;
- Coordinates activities with other County and City Agencies to assure timely project completion;
- Prepares technical reports and presentations that can be distilled by the non-technical reader and reviewer;
- Participates and engages with community members through forums, presentations and meetings to understand, explain, and clarify the impact of the current information systems;
- Collaborates with Public Information Officers to develop and present data using creative and innovative methods;
- Develops and facilitates training as needed to implement plan recommendations;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the County's and City's data-gathering policies, processes and procedures;
- Ability to analyze, organize and simplify complex data;
- Ability to maintain data integrity and confidentiality;
- Knowledge of concepts and presentation of compelling data visualization
- Knowledge of the practices and procedures to use data to engage community, specifically communities of color;
- Adept at implementing and achieving solutions that are driven by data and leads of measurable outcomes;
- Analytical reasoning ability, resourcefulness, dependability;
- Ability to communicate effectively both orally and in writing;
- Excellent written communication skills, including analytical report writing;

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Otherwise, the position requires only minimal physical effort which, for the most part, is performed while seated or standing at a desk, but can include some walking and/or handling light boxes or supplies. The employee's ability to communicate (verbally and in writing) must be such that they are able to understand and carry out complex detailed instructions and/or share information to ensure adequate delivery of services. The employee often experiences tight deadlines, rush orders and frequent exposure to distressing human situations. As a result, considerable interpersonal skills are needed to advise and guide program participants on the best use of their benefits and/or to plan and coordinate inter-group cooperation when it comes to coordinating with third-party providers. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. Operation of such machinery requires considerable precision, manual dexterity, knowledge and skill. There are minimal hazards or risks associated with the

performance of this work. The work is performed indoors, in an office setting, in a temperature-controlled environment and the incumbent is not generally exposed to disagreeable working conditions.

Originally created: 6/2021

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850