Human Resources
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Data Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP212	**Business Services & Support**	**Data Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**June 5, 2026**

The Data Analyst designs and manages the collection, compilation, analysis, reporting, and maintenance of data and statistical information related to the inmate population and departmental operations. This role utilizes analytical processes and statistical methods to identify patterns, data correlations, and forecasting opportunities using reporting software and other data sources. The Data Analyst may assign work and supervise staff in the performance of these duties.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops and implements methods to collect, compile, and analyze data and statistical information related to current and proposed initiatives, programs, and practices supporting criminal justice system reform goals.
- Prepares charts, presentations, tables, reports, and other documentation to communicate key measures and statistical analysis to various audiences, including the public, stakeholders, state legislature, County officials, and other agencies or departments.
- Updates and reviews research procedures and stays informed about current trends and best practices in data analytics.
- Serves as the primary client contact on assigned small to medium-sized technology projects; coordinates activities with internal staff and vendors; ensures compliance with County specifications; manages timelines, status updates, issue resolution, and budget adherence; and obtains final client sign-off.

- Provides data and survey information to external agencies, including drug and alcohol institutions and government entities, as appropriate.
- Implements data collection techniques and follows up on issues to resolve problems or clarify data collection and usage methods.
- Conducts surveys and generates reports using departmental statistics.
- Assists department leadership with policy interpretation and implementation; recommends changes to improve workflow, simplify procedures, reduce costs, and enhance operational efficiency.
- Compiles and analyzes departmental performance data.
- Provides after-hours technical support as assigned.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Mathematics, Business Administration, Business Management, Public Administration, or a related field.
- Two (2) years of related work experience in statistics/statistical analysis, research methodologies, or data collection and analysis.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- If assigned to the MATS facility, the employee must complete a criminal history screening in accordance with the Caregivers Criminal History Screening Act (Sections 29-17-1 through 29-17-5 NMSA 1978). A conviction of a disqualifying condition may result in termination or disqualification from hire.

WORKING CONDITIONS

- Most duties are performed indoors in a temperature-controlled environment.
- Indoor surfaces may be carpeted or tiled and are typically dry and even.
- Duties may involve the use of stairs.
- Potential work hazards include those typical of a correctional facility, including exposure to loud noise, dangerous situations, serious bodily injury, and other health risks.
- Work is performed both independently and as part of a group or specialized team.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials handled may include various forms, reports, writing instruments, and standard office supplies.