



Human Resources

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Data Analyst Lead

JOB CODE	JOB FAMILY	PROFILE
JCP426	Business Services & Support	Data Analyst Lead
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$69,451.00 - \$109,720.00	July 30, 2026

GENERAL

This position supports Division and Department leadership by coordinating and leading data-related work within an assigned area of expertise. Responsibilities include overseeing the collection, analysis, reporting, and maintenance of statistical and performance data; documenting findings; and developing recommendations to support new systems, procedures, or organizational improvements. The role produces reports, dashboards, and web-based tools, compiles data from multiple sources, runs queries, and may provide functional guidance and training to lower-level staff.

DEPARTMENT

OPERATIONS EXCELLENCE

Within the Operations Excellence Office, this position focuses on the development, analysis, and reporting of performance and operational data to support County operations and continuous improvement initiatives. The role designs and maintains performance measures, dashboards, reports, and analytical tools; compiles and analyzes data from multiple sources; translates complex data into actionable insights; runs queries; and provides functional guidance and training to staff to support leadership decision-making, drive continuous improvement, and promote a culture of innovation, accountability, and evidence-based decision making. The role leads the identification, analysis, and implementation of process improvements by leveraging data, performance measures, research, and stakeholder engagement to improve organizational effectiveness, service delivery, and operational efficiency. Responsibilities may include coordinating staff work, maintain databases, and support projects related to organizational performance, process improvement, and system enhancements.

Job Description

DUTIES AND RESPONSIBILITIES

- Leads, guides and mentors lower-level staff in specific areas of expertise.
- Plans the work direction of lower-level staff by prioritizing work strategies for staff; identifies and recommends staff workload in response to workload requirements and input from their management.
- Provides training and recommends employee development to manager(s).
- Analyzes, manipulates, or processes data using statistical software.
- Cleans and manipulates raw data using statistical software.
- Analyzes, extracts, and interprets qualitative and quantitative data to identify key metrics.
- Transforms raw data into meaningful, actionable information.
- Creates graphs, charts, or other visualizations to convey the results of data analysis using specialized software.
- Delivers oral or written presentations of the results of mathematical modeling and data analysis to management or other end users. Develops meaningful reports for Division / Department.
- Communicates the technical and functional specifications, testing and validating of data, addressing issues with departmental Subject Matter Experts, and facilitating project status meetings.
- Designs surveys, opinion polls, or other instruments to collect data.
- Identifies business problems or management objectives that can be addressed through data analysis.
- Identifies relationships and trends or any factors that could affect the results of research.
- Recommends data-driven solutions to key stakeholders.
- Tests, validates, and reformulates models to ensure accurate prediction of outcomes of interest.
- Communicates the technical and functional specifications, testing and validating of data, addressing issues with departmental Subject Matter Experts, and facilitating project status meetings.
- ****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.***

FUNCTIONAL AREA

OPERATIONS EXCELLENCE OFFICE

- Leads and guides lower-level staff and the operations of the Operations Excellence Office.
- Leads continuous improvement initiatives throughout the County by identifying opportunities to streamline processes, update policies, eliminate waste, and improve organizational performance.

- Facilitates process improvement efforts using structured methodologies, including process mapping, root cause analysis, workflow redesign, and performance measurement.
- Partners with departments to evaluate business processes and programs and recommends data-driven operational improvements.
- Develops, maintains, and monitors key performance indicators (KPIs) to measure organizational performance and sustain improvements.
- Leads cross-functional teams in evaluating, designing, implementing, and monitoring process improvements.
- Documents current-state and future-state workflows, standard operating procedures, and process changes.
- Establishes performance baselines and evaluates the impact of improvement initiatives through data analysis and reporting.
- Promotes a culture of continuous improvement by coaching staff in problem-solving techniques and the effective use of performance data.
- Identifies opportunities to leverage technology, automation, and system enhancements to improve efficiency, accuracy, and customer service throughout the County.
- Presents analytical findings and recommendations to leadership and monitors the implementation and outcomes of approved improvements.
- Serves as a champion for continuous improvement by mentoring staff, facilitating collaborative problem-solving, and fostering innovation across the organization.
- Coordinates continuous improvement efforts and training throughout the County.
- In conjunction with management, establishes and implements short- and long-range goals, objectives, policies, and procedures.
- ****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 Business Management, Business Administration, Public Administration, Organizational Behavior, Economics, or related field
 - Eight (8) years of work experience in any field related to performance measurement, organizational behavior, economics and/or project management.
- *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.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile. Working surface is typically dry.
- Often works alone both with and without direction from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.