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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**	**June 5, 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 continuous improvement initiatives. The role designs and maintains performance measures and analytical tools, translates data into actionable insights, and supports leadership decision-making through clear, accessible reporting. Responsibilities may include coordinating staff work, maintaining databases, and supporting 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 operations of the Operations Excellence Office.
- Assists Operational Excellence Manager with the planning and work direction of staff by prioritizing work strategies for self and staff; identifies and recommend staff workload in response to workload requirements.
- Provides training and employee development based on coordination and input from Operational Excellence Manager.
- In conjunction with management, establishes and implements short and long-range goals, objectives, policies and procedures.

- Oversees and guides the work of operations excellence staff in the development of the strategic plan and framework, performance management program, strategic plan and performance webpages, and financial and non-financial dashboards for external use by the public, external agencies, and county-wide internal use by departmental staff, County executives, elected officials and the Board of County Commissioners.
- Oversees and guides peer development group focused on performance management programs, continuous improvement opportunities, and strategic planning initiatives, as well as exchanging comparative data.
- Guides Operations Excellence Office staff to validate budget and actual data is accurate and reconciled for dashboard and website; develops and validates operational reporting like fuel usage, purchase orders, invoices, credit card, travel, and other operational or non-financial data to ensure data is available for supervisors, Directors, Deputy County Managers, and other departmental staff
- Leads projects and provides guidance to OEO and county staff to communicate technical and functional specifications, testing and validating 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.***

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.