Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Data Analyst Senior

JOB CODE	JOB FAMILY	PROFILE
JCP306	**Business Services & Support**	**Data Analyst Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$61,339.00 - $96,866.00**	**August 28, 2026**

The Data Analyst Senior coordinates the data collection, compilation, design, analysis, reporting, and maintenance of statistical information related to general and specific performance. Develops, designs, and implements performance measurement tools using reports, dashboards, and webpages. Provides a framework for managers through interactive and engaging dashboards and performance process reporting. Compiles and enters information into the database from various sources related to assigned projects or programs. Runs queries and performs other tasks related to the assigned area of responsibility.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists departments and divisions in analyzing, manipulating, and processing data.
- Assists stakeholders in identifying business problems or management objectives that can be addressed through data analysis.
- Gathers and organizes information on problems or procedures.
- 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, and other visualizations to convey the results of data analysis using specialized software.

- Delivers oral and written presentations of the results of mathematical modeling and data analysis to management and other end users. Develops meaningful reports for divisions and departments.
- Communicates technical and functional specifications, test and validate data, address issues with departmental subject matter experts, and facilitate project status meetings.
- Identifies relationships, trends, and other factors that could affect research results.
- Researches and analyzes industry standards and leading organizations to evaluate their programs.
- Provides training to departments and divisions as needed.
- Performs other job-related duties 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.***

FUNCTIONAL AREA

OPERATIONS EXCELLENCE OFFICE

- Assists departments and divisions through the performance management program by helping develop missions, defining services, and creating measures that align with strategic plan goals and fiscal resources.
- Analyzes, extracts, and interprets qualitative and quantitative data to identify key metrics and transform raw data into meaningful, actionable information.
- Facilitates discussions with executive leadership, directors, and subject matter experts (SMEs) to review all aspects of performance management, including trends, results, and the measurement of operational processes, ensuring data integrity.
- Works with division and department management and SMEs to evaluate performance management efforts, focusing on trends, results, and the accuracy of operational data.
- Fosters relationships with assigned executive leadership and departmental SMEs to promote a collaborative approach to working with divisions and departments.
- Implements and manages transparency and reporting systems that track financial and operational data for internal and public use, analyzing patterns and trends in complex, multivariable data sets.
- Develops visually impactful dashboards by creating data rules, building file frameworks, generating report views to address analysis questions, and training users to improve system utilization.
- Designs and manages databases, tools, queries, and reports for analyzing, summarizing, and collecting data.
- Designs, builds, and edits departmental performance web pages that support strategic planning and performance management efforts.
- Assists divisions and departments by recommending changes to webpages, creating project plans and status checklists, and developing quality assurance methods to ensure accurate and complete data.

- Communicates technical and functional specifications, tests and validates data, addresses issues with departmental SMEs, and facilitates project status meetings.
- Researches and analyzes industry standards and leading organizations to evaluate their programs and adapts exemplary approaches to performance management and strategic planning.
- Collaborates with peer cities, counties, and government organizations to provide comparative data and benchmarking for performance measures and share lessons learned.
- Provides training to countywide departments and divisions on the performance management program, transparency initiatives, and strategic plans, and assist other departments as needed.
- Performs other job-related duties 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 Business Administration or related field.
- Five (5) years of work experience in developing management tools, conducting research and data analysis/reporting, or process improvement.

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

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 tiled. The working surface is typically dry.
- Often works alone, both with and without direction from a supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer terminal, a computer printer, a computer keyboard, a typewriter, a photocopy machine, a fax machine, and a calculator.
- 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.

NOTE

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate physical or mental impairment, you may identify that impairment in the space provided and suggest the kind of accommodation that you believe would be appropriate.

MENTAL FUNCTIONS

- Must be able to use reason and judgment in performing duties and responsibilities.
- Must be able to organize and prioritize numerous tasks for self and for others.
- Must be able to analyze procedures and make recommendations.

PHYSICAL FUNCTIONS

- Work is primarily sedentary, with opportunities to stand/walk as needed typically being available throughout the workday.
- Must be able to bend at the waist and twist/rotate occasionally.
- Must be able to work with arms bent or extended away from the body or overhead and be able to push/pull with arms as needed.
- Must be able to crouch and kneel occasionally.
- Must be able to use hands and fingers in order to grasp/manipulate various equipment and materials needed to perform duties and responsibilities.
- Must be able to coordinate the use of hands and eyes in the operation of equipment such as a telephone, typewriter, and computer.