

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Data Analyst**

**Department: Multiple**

**Pay Grade: GS.09**

**Supervision Received From: Multiple**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/1/25;**

**12/11/24; 9/3/24; 10/20/23;  
1/11/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for performing research and analysis on a wide variety of data. Typical duties include developing and maintaining various databases; analyzing data and developing forecasts; creating forecasting models and developing and recommending strategies based on data analysis. Work requires limited supervision and the use of independent judgment and discretion.

**SERIES LEVEL:**

The Data Analyst is a stand-alone classification.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Develops and maintains databases utilized to collect data and information.

Analyzes data entered into applicable systems and makes forecasts and recommendations based on findings. Develops and produces a variety of reports, graphs and presentations.

Creates forecasting models and develops and recommends operational strategies based on results of data analysis activities.

Develops strategies to manage and control data. May make written and oral presentations using charts and graphs to inform investigators and commanders.

Compiles data and statistics using quantitative and qualitative methodology. Employs principles and applications of mathematics and statistics, which may require knowledge of research methodology and techniques.

Compiles and compares various reports to ensure the accuracy, completeness and validity of information; ensures reports are submitted in a timely manner.

May research and resolve problems with reports, to include researching records to assist detectives, officers and/or other applicable individuals.

May coordinate activities with other departments and external agencies, to include verifying authorizations for disclosure or release of records and reports, processing records requests, as well as coordinating with other departments or jurisdictions in confirming, locating, and obtaining records.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Business Administration, Information Technology or related field and two (2) years of experience in data analysis or any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. If assigned to the Police Department, this is considered a safety-sensitive position requiring pre-employment background check, polygraph, drug screening, and fingerprinting.

**LICENSING AND CERTIFICATIONS:**

Depending on departmental assignment, the following are preferred certifications: NCIC (National Criminal Information Computer) within 6 months of hire. TIES (Tennessee Information Enforcement System) within six (6) months of hire. TCIC (Tennessee Crime Information Center) within six (6) months of hire.

**KNOWLEDGE AND SKILLS:**

Knowledge of database development and management principles and practices; forecasting methods and data analysis techniques.

Skill in using a computer and related software applications; developing and maintaining databases; analyzing data and developing forecasts; creating forecasting models; developing and recommending strategies based on data analysis and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require fingering, talking, hearing, seeing, and repetitive motions.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Depends on departmental assignment

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.