

## Southwestern Pennsylvania Corporation Job Description

<b>Position Title:</b> Data Analyst I-III	
<b>Reports to:</b> Models / Data Analysis Manager	<b>Revised Date:</b> 3/2023

**General Purpose:** The Data Analyst collects, compiles, analyzes, interprets, and disseminates data. Applies quantitative skills and visualization techniques to develop and interpret information to provide SPC’s staff, member jurisdictions, external partners, and the general public with insights about demographic, travel, economic development, and environmental conditions and trends for decision-making, and policy formulation. Formulates and applies mathematical and statistical methods to develop and interpret information. Concentrates on collecting and analyzing data, developing decision support materials, and communicating analysis results to internal and external customers.

**Essential Functions:**

- Prepares data specifications. Compiles, organizes, enters, analyzes, and disseminates data needed for various projects.
- Creates databases, spreadsheets, tables, maps, graphs, and other data visualizations as needed.
- Formulates and applies mathematical and statistical methods needed to develop and interpret information.
- Coordinates and facilitates the Commission’s participation in traffic forecast studies.
- Provide data assistance to transit and transportation agencies in the region by providing current data and general knowledge of regional projects.
- Develops budgets and schedules to plan and control projects, as directed by Supervisor/Manager.
- Defines data requirements and gathers and validates information, applying judgment and statistical tests.
- Prepares reports for multiple types of audiences defining problem, evaluation, and solutions.
- Coordinates response to data requests (tabular and spatial) from internal and external customers.
- Create, update and maintain transportation model networks using modeling software.
- Provide consultation on studies and reports being conducted throughout the Region.
- Serves as a data liaison to internal and external customers.
- Organizes and attends meetings related to ongoing projects.
- Directs/oversees staff on selected projects, as directed by Supervisor/Manager.
- All other duties as assigned by Supervisor/Manager.

**Education / Experience Requirements:**

- Bachelor’s degree in Planning, Economics, Geography, Mathematics, Computer Science, or closely related field required. Master’s degree preferred.
- Four (4) years of data collection, data analysis, forecasting and/or modeling experience.
- Experience with computer programming languages such as R or Python.
- Experience with desktop and online GIS based software.
- Working knowledge of travel demand modeling processes and software
- Strong attention to detail.
- Strong written, verbal and interpersonal communication skills.

<b>Physical Requirements:</b>	80% Sitting, 10% Walking, 10% Standing; 90% Use of hands; 25% Talking / Hearing; Lifting < 10 lbs.; Near vision
<b>Skills:</b>	Problem Identification, Critical Thinking, Mathematical Reasoning, Number Facility, Judgment & Decision Making, Active Learning & Listening, Monitoring, Information Gathering, Idea Generation, Visioning, Reading Comprehension, Written & Oral Expression, Project Management
<b>Knowledge:</b>	Mathematics; Econometrics; Transportation; Design; Computers; Engineering; Geography; Gov’t Regulations

<b>Abilities:</b>	Mathematical Reasoning, Written & Oral Comprehension, Deductive Reasoning, Number Facility
<b>Work Environment:</b>	Works in an environmentally controlled clean office

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Employee's Signature

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Date

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Human Resources

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Date