



**DENVER REGIONAL COUNCIL OF GOVERNMENTS**  
**OPEN POSITION ANNOUNCEMENT: Data Analyst**  
(June 2023)

The Denver Regional Council of Governments (DRCOG) is adding a new Data Analyst position to the Data Science and Analytics Team. This position will be integral to DRCOG data analysis and forecasting work and will be tasked with helping to improve the quality of data products developed and maintained by the Data Science and Analytics Team as well as expand the capacity for the team to produce and share new and innovative data visualization products. The Data Science and Analytics Team works primarily in Python, however other coding languages as well as data visualization and GIS skills will be an asset.

DRCOG serves as a visionary leader along Colorado's front range. We tackle the BIG issues, like growth and development, transportation and meeting the needs of older adults. Our success is built on, and defined by, long-standing partnerships and serving as a forum for discussing these and other emerging issues in an effort to collectively find innovative solutions. DRCOG is a Regional Planning Commission per Colorado state statute, is the federally designated Area Agency on Aging (AAA), and the Metropolitan Planning Organization (MPO) for the Denver region. Our culture and values fuel and inform the work we do, and employees are rewarded with competitive compensation, generous benefits and an adaptable work environment. Sound like a good fit? We'd love to meet you!

*\*This position is eligible for alternate work arrangements that may include flexible schedules and/or working remotely up to three days a week within Colorado\**

**ABOUT THE POSITION OF Data Analyst**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.*

- **DATA ANALYSIS:** Organizes and maintains inputs to and outputs from various internal data systems; wrangles disparate data; explores data and prepares it for analysis; investigates appropriate data for specific uses; improves and cleans data; assists with development of data pipelines and data system architecture; safeguards protected and other confidential information; applies statistical, spatial and other analytical techniques to discover quantitative insights from data.
- **VISUALIZATION AND REPORTING:** Visualizes data through graphs, charts, tables, and maps to help examine and present data as easy-to-interpret information; recommends appropriate visualization methods based on the audience and intended use; creates and maintains dashboards and other interactive visualizations that serve information to internal and external audiences; works with technical teams to incorporate dynamic webmaps into story-telling. Reviews agency publications to ensure accuracy, consistency and replicability; generates custom and routine reports; works with subject matter experts to determine what data and analysis supports certain messages and ensures that data is used appropriately for story-telling and case-making.
- **DOCUMENTATION:** Documents methodology for performing calculations and taking measurements required for reporting to ensure exact replication; maintains data sheets and citations for all reports so

that they can be validated and reproduced; tracks evolving needs across teams for reporting and provides recommendations.

- Performs other duties of a similar nature and level as assigned.
- Principles and methods of qualitative and quantitative research
- Principles of statistics
- Principles of data visualization
- Effective communication techniques
- Familiarity with data in one or more of the following areas desired: public demographic (census), land use, real estate, economic and/or transportation-related spatial and tabular data
- Attention to detail; ability to follow documented processes for repeatable results
- Professional verbal and written communication tailored to technical and non-technical audiences
- Critical thinking, using logic and reason to solve problems
- Exceptional customer service and building rapport
- Adapting to changing needs including learning new techniques, software and scripting languages
- Collaborating with a team and project or task stakeholders
- Using at least one programming language proficiently (e.g., SAS, R, Python) for data cleaning, management, and analysis (Python preferred)
- Accessing data from a variety of locations, sources, and file formats (e.g. relational databases, flat files, application programming interfaces)
- Compiling, organizing, and standardizing disparate data
- Using business intelligence tools and interactive visualization platforms

#### **Education and experience requirements:**

Bachelor's degree in statistics, mathematics, economics, data science or another closely related field with demonstrated course work in statistics/statistical analysis, research methodologies and analysis; and two years of experience OR An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

**STATUS:** Full-time, Exempt

#### **LICENSING/CERTIFICATIONS:**

Valid Colorado Driver's License and access to an automobile or to substantively equivalent alternative transportation.

#### **COMPENSATION AND BENEFITS**

The hiring salary range for this position is \$5,494.66 - \$6,869.20/month or \$2,747.33 - \$3,434.60/semi-monthly depending on qualifications.

#### **APPLICATION PROCEDURE**

To view the full job description, a complete listing of benefits, and to apply for this position, please visit our website at <https://drcog.org/drcog-job-openings>.

**This position is open until 5:00 p.m. Mountain Time on Monday, July 24, 2023.**

**All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.**