



THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

LEAD DATA ANALYST

Office: Professional Competence
Status: Exempt – General Unit
Grade: 9

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Staff
Supervises: Staff as Assigned

DEFINITION

The Lead Data Analyst (LDA) performs administrative and data control functions relating to data maintained and administered by the State Bar. The LDA is also responsible for the protection, administration and dissemination of the State Bar's data to well defined standards and policies.

MAJOR DUTIES & RESPONSIBILITIES

1. The LDA develops, documents and implements data control necessary for the installation and administration of a Departments on-line data processing systems.
2. The LDA administers and coordinates the transfer of data information to other State Bar Departments and outside agencies data systems.
3. The LDA maintains a State Bar Departments database master files, including resolving split records, entering corrections, verifying data base update reports, monitoring registration systems, case management and performing systematic searches for incorrect data.
4. The LDA, using standard computer tools, designs, develops and executes queries of State Bar databases and developing additional databases as necessary to complete queries.
5. The LDA supervises the design and preparation of various statistical reports.
6. The LDA reviews and revises the way statistics and information, pertain to a Department, are gathered, organized and processed.
7. The LDA interfaces with Department staff concerning the database and works with Information Technology in the evaluation of systems and makes recommendations for changes and upgrades.
8. The LDA, in conjunction with an Executive Staff member, may direct, review and evaluate the work of subordinate staff. In addition, the LDA may make recommendations to the Executive Staff member concerning hiring, disciplining and terminating support staff.
9. The LDA may perform other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Principles of data information collection and retrieval.
2. Principles of accounting.
3. Computerized data processing systems.
4. Principles of effective writing and verbal presentation.
5. Principles of routine problem identification and solving.
6. Principles of effective supervision.
7. Principles of record keeping, including security procedures for handling, protecting and distribution confidential data.
8. Within the introductory period obtain a working knowledge of statutes, rules and regulations pertaining to the particular Department of the State Bar and thorough understanding of the Department specific data systems.
9. The basic rules of vocabulary, grammar, spelling and punctuation as specified in *Webster's New Collegiate Dictionary*.
10. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.

ESSENTIAL ELEMENTS / ABILITY TO

1. Communicate clearly and effectively in person, in writing and by telephone.
2. Possess visual capability and digital dexterity to operate a computer and other standard office equipment.
3. Understand and execute oral and written instructions.
4. Develop precise and accurate data reports in response to specific criteria.
5. Make fine visual distinction upon proofreading written documents and viewing information on a computer screen.
6. Review and analyze complex written documents.
7. Obtain and present material in oral and/or written form.
8. Work effectively under and meet time and schedule constraints.

MINIMUM QUALIFICATIONS

1. Bachelor degree in either: (i) information systems, statistics, mathematics, computer science or related field, or equivalent academic achievement; or (ii) legal studies, or an equivalent pre-law degree and Minimum four (4) years' experience in a related field and
2. Minimum two (2) years supervisory experience, which may be included in #2 above.
3. Accomplished computer keyboarding skills.
4. Successful completion of the State Bar validated standard tests for the position.