

NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN

Working Title		Name	
Data Analyst (Data Management)			
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
	Operations Manager		Alberta Municipal Affairs
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The mandate of the Government of Alberta’s Business Plan is to have a well-managed and efficient assessment and property tax system in which stakeholders have confidence. This position exists as part of a multidisciplinary team of professionals responsible for ensuring that the processes and procedures, described in the Municipal Government Act and its Regulations for the valuation of Designated Industrial Property (DIP) are applied uniformly and consistently. The area also ensures the reporting of this information to taxpayers and municipal stakeholders is of superior accuracy and quality.

The Data Analyst provides advice and assistance in the acquisition, management, manipulation, and analysis of data. The position also reports quality-assured information resulting from their analysis to their supervisor and relevant stakeholders including industry and other government offices. The Data Analyst ensures the integrity of data, analysis, assembly, interpretation, and reporting of designated industrial property assessment inventory and information.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- 1. Provide accurate quantitative, graphical, and textual assessment information stored in the proprietary internal applications.**
  - Investigate, analyze, and solve reported data issues or errors and advise the team on the best course of action to correct the data. Research and/or investigate other external sources to validate data reported by stakeholders.
  - Provide technical and analytical support for branch initiatives.
  - Prepare reports, publications, briefings, and action requests to support the use of evidence in policy development.
  - Maintain and administer processes and applications developed by senior analysts.
  - Spatial and non-spatial data analysis where applicable, support the GIS and data analysis team
- 2. Produce property assessment notices and assessment rolls efficiently and on time.**
  - Prepare, review and analyze stakeholder Request For Information (RFI) submissions for compliance and content.
  - Review and evaluate the Municipal Government Act (MGA) and Designated Industrial Property Assessment Guidelines relative to legislated assessment requirements.
  - Provide advice and assistance in the evaluation of the property assessment valuation models.
  - Make changes to property assessment valuation model SAS programs to adjust for cost calculation factors and other changes.
  - Review and include updates to the Minister's Guidelines related to Assessment and Property Tax Policy (APTP) changes or changes in the Alberta Energy Regulator (AER) and Alberta Utilities Commission (AUC) codes, information, or data structures.
  - Contribute to assessment notice dry (mock assessment) runs.
- 3. Support the ongoing review and QA of assessment data.**
  - Conduct sensitivity and impact analysis as a result of a Municipal Government Board (MGB) decision or an Order in Council assessment's jurisdiction change.
  - Review and compare property assessments to determine trends, movement, utilization, and variances in the data.
  - Support Senior Analyst/s to develop, maintain and run the current applications such as allocation application, SAS MSP program applications etc.
  - Communicate issues and potential resolutions of data as necessary.
  - Research on variances and obtain supporting data.
  - Assist Senior Analyst/s with refresh testing and quality assurance testing of the assessment rolls/notices, browser testing etc. as required.
- 4. Collaborate with internal and external stakeholders in support of positive working relationships.**
  - Communicate and develop working relationships with industry representatives to improve the quality of reporting and the annual Request for Information (RFI) process.
  - Advise stakeholders inquiring about Property Assessment Notices, Property Assessment Rolls, RFIs and relative legislation/regulation issues.
  - Assist in the coordination, preparation of information, and presentation of stakeholder education and information seminars on Designated Industrial Property.
  - Liaise with or advise municipalities on Designated Industrial Property assessment issues that may impact their assessment base.
  - Coordinate system refreshes, troubleshoot system issues, collaborate with AMS and system vendor to find solutions and follow up on submitted tickets

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The position exercises judgement when gathering internal and external data and then converting the data into meaningful information and reports in support of Designated Industrial Property assessment. The position is a full working level professional determining how objectives are achieved.

A major challenge of this position is to combine data management expertise with software programming expertise in an environment of changing priorities and time constraints. Other challenges include:

- providing data management expertise in reading and interpreting data model/entity relationship diagrams and in creating data management system tables and views;
- finding internet site(s) or establishing data contacts for related information;
- exercising good judgment and utilization of strong interpersonal skills to co-work with software development and maintenance vendor(s);
- analyzing and developing solutions to existing data issues or new data requirements.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

**Formal Education/Courses and Experience:**

The position requires a related graduate degree in Statistics, mathematics, Economics, Engineering, Computer Science, Management Information Systems, Information Technology, Mathematics, GIS, Social Sciences with concentration in quantitative analysis, or an equivalent combination of education and experience augmented by SAS software certification (Base and/or Advanced). Equivalencies will be considered. Experience with industry such as oil, gas, electric power system/generation, telecommunication and/or designated industrial property fields such as machinery and equipment, railway, farm land, building, land etc. as well as courses and certifications related to ESRI ArcGIS and project management are an asset.

**Knowledge:**

- The position requires working level to intermediate computer knowledge including database management system (e.g. Oracle), expert knowledge of SAS, Microsoft Access, Excel spreadsheets, and communications software. Knowledge of GIS software and project management is an asset.
- An understanding databases and data management.
- This position requires knowledge of Quantitative data collection, retrieval and storage, analysis techniques, statistics and methods, predictive analytics, data visualization and information reporting.
- Knowledge in the area of property assessment and taxation is an asset.

**Skills and Abilities:**

- Ability to ensure service and quality meet agreed upon timelines and deliverables in agreements and the ability to ensure quality checks performed on data files and obtain peer-review where required.
- Proven ability demonstrating significant communication skills (both written and verbal) within a team environment including ability to provide regular, frequent, and concise status reporting on multiple and concurrent projects.
- Experience in data mining techniques, procedures and their appropriate use.
- Technical expertise regarding data models and database design development. Strongly required for SAS Base Certification and recommended for SAS Advanced Certification.
- Knowledge of geospatial data management and the ArcGIS environment (including intermediate knowledge of Python) is recommended.
- Proficiency in MS Office software (Word, Excel, Access, and PowerPoint).
- Ability to present complex information in an understandable and compelling manner.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The position requires contact with a wide range of both internal and external stakeholders such as: owners/their representatives, municipal councils, municipal assessors, municipal and industrial stakeholder associations such as the Alberta Urban Municipalities Association (AUMA), Alberta Association of Municipal Districts and Counties (AAMD&C), Alberta Assessors' Association (AAA), Canadian Property Tax Association (CPTA), Canadian Association of Petroleum Producers (CAPP), National Energy Board (NEB), Alberta Utilities Commission (AUC) and the Alberta Energy and Utilities Board (EUB).

The position works with members of the unit in preparing assessment and advice to internal and external stakeholders (Minister, senior department officials, and officials from other ministries, municipal officials, industrial officials and general public).

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

The role supports the provision of evidence and continuous improvement in Assessment Services Branch through project management, validation, quality assurance of output, and effective communication (including regular and frequent project status updates). It also includes coordination with AMS and vendor to support system updates and issues.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

***This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.***

## Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

**Incumbent**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Division Director/ADM**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date