



EMPLOYMENT OPPORTUNITY SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

Position Title: Data Analyst
External/Internal Posting

Announcement No.: 22-035

DEPARTMENT: Information Technology Department
SALARY RANGE: \$43,597 - \$69,722 per annum

OPENING DATE: Monday, December 12, 2022
CLOSING DATE: Until Filled

PRE-EMPLOYMENT DRUG TESTING & BACKGROUND CHECK REQUIRED: *Satisfactory results of the pre-employment drug test and background check are required. Marijuana is on the restricted list under Federal guidelines even though it is legal in Nevada. SNRHA is a Federally funded employer.*

DESCRIPTION OF DUTIES: Under direct supervision of the IT Manager, this position analyzes information system requirements, assists and determines data structure, format, and file organization, creates database definitions and user-defined reports, provides guidance and assistance in the use of database management system capabilities and tools. The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

SUPERVISION EXERCISED: No direct supervision.

ESSENTIAL JOB FUNCTIONS/DUTIES: Primary essential job functions are listed below:

- Participate in the development of operational and support strategies for the IT Department and the divisions of the SNRHA.
- Review problems or issues found in system reports and recommend procedures to prevent continued occurrences. Coordinate such processes with management and staff to ensure compliance.
- Gather data for analysis of problem areas, and new requirements, and define specifications needed to design software or hardware-related solutions.
- Submit data to HUD systems and monitor compliance (PIC Data).
- Compile and generate user-defined reports from SNRHA systems for staff and management, as requested.
- Extract, analyze, and compile data from SNRHA systems for staff and management, as requested.
- Review and audit electronic client case files; review and critique procedures; verify accuracy of information.
- Analyze data reconciliations and data extracts to assure data consistency and identify nonconformance for corrections.
- Train departmental staff in the proper use of hardware, software, and peripherals.
- Serve as front-line IT support answering questions and resolving operating problems; make operating adjustments and notify maintenance contractors when service or repair are required.
- Perform IT service requests in an accurate and timely manner.
- Adhere to the confidentiality standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.

MINIMUM QUALIFICATIONS: Applicants must possess experience and education defined below which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Experience: Two (2) years of previous experience and/or training involving data analysis.

Education: High School Diploma or GED; supplemented by vocational/technical training in Business Administration, Computer Technology, or similar discipline.

LICENSES AND CERTIFICATIONS: Valid Nevada driver's license and acceptable driving record at the time of appointment.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of SNRHA policies and procedures, technical manuals, and references.
2. Knowledge of operations and activities of Public Housing Authorities.
3. Knowledge of SQL, Querying Language, CRYSTAL Reporting, MS Office Suite, Visio, Adobe Acrobat, Yardi voyager systems software, and the Internet.
4. Knowledge of standard documentation practices and procedural report writing.
5. Ability to perform mathematical calculations including addition, subtraction, multiplication, and division, of units and measures, using whole numbers, common fractions, and decimals; understands ratios and percentages and basic statistics.
6. Ability to read and interpret complex technical materials; gather, correlate and summarize a wide variety of computer technical data with the ability to interpret results and analyze data change implications for proper system operation.
7. Ability to gather, correlate, and summarize a wide variety of computer technical data with the ability to interpret results.

EVALUATION AND SELECTION FACTORS: Applicants who meet the minimum requirements defined above will be further evaluated. Applicants who do not meet the minimum requirements defined above will not be considered for this position.

SUPPLEMENTAL INFORMATION: This is a **non-exempt** position and is eligible for participation in the bargaining unit that now represents Southern Nevada Regional Housing Authority employees.

Equal Opportunity Employment Policy: SNRHA is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. SNRHA has established and adopted an Equal Employment Opportunity and Affirmative Action Policy. The Agency will not discriminate and will not tolerate discrimination based on race, gender, sexual orientation, marital status, age, religion, color, creed, national origin, ancestry, genetic characteristics, veteran or military status, disability, domestic violence victim status, or any other factor prohibited by applicable state, federal, or local law. This policy applies to all terms, conditions, and privileges of employment including recruiting, hiring, initial periods of employment, job assignments, training and development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, termination, and separation.

HOW TO APPLY: All interested candidates must complete an Employment Application, with an updated resume attached. Applicants can visit www.snrha.org, and click on the careers tab to complete an Employment Application on the job portal. An incomplete Employment Application and/or failure to meet the minimum requirements listed above will result in disqualification. Additional information will not be accepted after the closing date. Applications must be received in the Human Resources department by 6:00 p.m. on the closing date. **Applications become the property of the Housing Authority and will not be copied or returned. The closing date may be earlier than listed based on the number of applications received.**

Notice to Disabled Applicants: Contact the Human Resources Department to request accommodation.