Oklahoma Department of Corrections
Unclassified Job Descriptor

PERFORMANCE ANALYST

Basic Purpose:

Positions in this job are responsible for oversight of project teams and analyzing application performance. Responsibilities will also include identifying data deficiencies and implementing data quality improvement strategies

Typical Functions:

- Serves as liaison to internal and external stakeholders to analyze information requests and requirements, determine information availability and production capabilities and provide responsive information.

- Extracts data, applies appropriate analytic methodologies, and prepares reports of findings.

- Performs ongoing maintenance and review of data systems, identifies problem data and strategies for improving data reliability.

- Consults with stakeholders to resolve data quality issues through training, information sharing, and business process modification.

- Directs project management including the ability to plan, coordinate, resolve issues, set project schedules.

- Researches opportunities to improve efficiency of current and potential new applications.

- Determines requirements for standardized reports.

Knowledge, Skills, and Abilities:

Knowledge of departmental policies and procedures, and of the application of appropriate information technology. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships; to organize and present complex material in a clear and concise manner. Knowledge of the principles of the graphical representation of data. Ability to coordinate resources to complete projects.

PERFORMANCE ANALYST

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in a social science, computer science, business, or public administration, and two (2) years of experience in analysis and presentation of statistical information; or an equivalent combination of education and experience.

Preferred Qualifications: Bachelor's degree in a social science, computer science, business, or public administration, and five (5) years of experience in analysis and presentation of statistical information; or an equivalent combination of education and experience.