

Class Title: Data Scientist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for using data and evidence to improve city operations. Work on a broad range of policy areas and datasets across all city departments. Identify opportunities for data analysis and visualization. Conduct and communicate analysis to senior executive team. Help deploy the results of data analysis into products and operational efficiencies. Help develop and refine the city’s data architecture. Train department analysts to better collect and use data to answer business decision.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Improve areas of government through data and empower the use of data across the city.
2	S	Provide analytic expertise across a variety of citywide analytics projects. Design and build analytic solutions across a range of areas such as predictive modeling, experimental testing, natural language processing, and data visualization.
3	S	Participate in the development and promotion of best practices for the collection and maintenance of data. Help develop and refine the city’s data architecture and culture. Train department analysts to better collect and use data to answer business questions.
4	S	Conduct data cleansing, processing, and wrangling using tools such as python or other languages.
5	S	Conduct data analysis on a variety of datasets and issue areas. Present and communicate the results of the analysis to a range of audiences.
6	S	Conduct a range of analyses or experiments using the most appropriate statistical methods and tools. Develop data visualizations and tools to support the analysis.
7	S	Provide technical assistance and guidance to department partners implementing their own analytical work.
8	S	Other duties as assigned.

Adopted: May 2018

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Master’s degree-level of study or equivalent.
Experience	Three years of full-time equivalent experience performing professional level analytical work.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read financial data, various reports, and memos.
Math	Work requires the ability to write financial data, various reports, and accuracy of reports, and facilitation communication and team work.
Writing	Work requires the ability to write financial data, various reports, and memos.
Managerial	Managerial responsibilities include facilitating communication and teamwork.
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables.
Interpersonal / Human Relations Skills	Contacts with others in the organization. These contacts may involve similar work units or departments within the city which may be involved in decision-making or providing approval or decision-making authority for purchase or projects. In addition, works with individuals outside the city who may belong to peer or professional organizations.

Adopted: May 2018

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, presentations
Sitting	F	Computer, desk work
Walking	F	Inter-office, to/from office equipment
Lifting	N	
Carrying	N	
Pushing/Pulling	O	Desk drawers, chair
Reaching	O	Across desk
Handling	O	Paperwork, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, filing, use of office equipment
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

Adopted: May 2018

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, other computer software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 3 below)	N