



## Job Description

**Job Title:** Business Data Analyst, Grade 6  
**Reports to:** IT Team Lead  
**FLSA Status/Schedule:** Non-Exempt; 37.5 hours per week  
**Location:** Syracuse, NY

**ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.**

**Job Summary:** The Business Data Analyst provides support to agency resources utilizing data gathering and analysis techniques to help inform leadership and staff in decision making processes.

### Qualifications:

- A bachelor's degree and/or 2+ years of related experience or equivalent combination of education and experience
- Experience with an Electronic Health Record systems
- Strong organizational skills
- Strong skills with MS Excel and Word
- Experience with SQL Database systems
- Familiarity with Scripting Languages (Power Shell, R, Python, SQL)
- Familiarity with Active Directory
- Access to Reliable transportation
- Experience with basic IT Help Desk level user support

### Essential Functions:

- Performs routine business analysis using various techniques, e.g. statistical analysis, explanatory and predictive modeling, data mining, collaboration with staff and vendors.
- Researches best practices and supports developing the solutions and recommendations for the current business operations.
- Work with the internal staff to identify analytical requirements.
- Provide business data interpretation.
- Produce ad hoc data and reports.
- May assist in developing or implementing systems to capture business operation information.
- Consulting with Senior Leadership for data and business needs.
- Collaborate on essential reporting to government agencies and funders.
- Perform and create advanced scripting, data manipulation and integrations.
- Create and collaborate on data access projects and systems.
- Assist IT Department Staff with Day to day User support and Help Desk issues (up to 25% of time)

