**TEXAS DEPARTMENT OF AGRICULTURE**

**TODD STAPLES**

### Commissioner

# **POSTING #14-522-2R**

# **POSITION DESCRIPTION**

## FOOD AND NUTRITION DATA ANALYST

### **CLASSIFICATION TITLE: Systems Analyst III SALARY: B20, $3,900-4,250.00/MO.**

#### CLASSIFICATION NO: 0256 FLSA: Exempt

**LOCATION: Austin**

**JOB OBJECTIVE:** Refine data sets and perform extensive data analysis for the Texas Department of Agriculture’s (TDA) Food and Nutrition (F&N) Division. Responsible for analyzing, designing, developing and maintaining data to report program activity. Perform quality assurance and serve as a subject matter expert on data integrity, extraction and compilation.

## ESSENTIAL DUTIES:

1. Serve as data subject matter expert for program data requests. Provide oversight for all internal and external F&N data queries.
2. Work with SQL to create queries that extract a precise data set.
3. Prepare and analyze data reports, charts and tables.
4. Write, test and debug queries and reports.
5. Gather, analyze and validate data requirements from customer.
6. Create and maintain data query components and supporting structures.
7. Assist TDA’s Information Resources staff in identifying database problems.
8. Perform quality assurance for all data extracts to ensure accuracy and adherence to set requirements.
9. Create and organize data saving and naming conventions.
10. Create specific data sets from F&N database to assist the division in analyzing information and identifying trends related to F&N programs.
11. Prepare various ad-hoc reports for internal and external data users.
12. Train others in the use of database and data reporting tools.
13. Research and resolve inconsistencies and troubleshoot technology limitations.
14. Develop, revise and ensure timely distribution of program data.
15. Analyze program management systems and make recommendations to Information Resources staff for efficiency modifications.
16. Adhere to established work schedule with regular attendance.
17. Follow all TDA safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

1. Perform other duties as assigned.

**QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):**

* Graduation from an accredited four-year college (two years of work experience related to the essential duties may substitute for one year of college);
* Minimum two years of work experience in data analysis and data reporting using MS Excel;
* Minimum one year experience using SQL;
* Work experience developing and maintaining data using Access or other relational database systems;
* Work experience in querying, analyzing and manipulating data;
* Work experience creating and analyzing technical data sets;
* Experience merging data sets; and
* Required to travel up to 5% of the work period.

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## FOOD AND NUTRITION REPORT ANALYST

### **CLASSIFICATION TITLE: Systems Analyst III SALARY: B20, $3,900-4,250.00/MO.**

#### CLASSIFICATION NO: 0256 FLSA: Exempt

**KNOWLEDGE, SKILLS AND ABILITIES** **(The application must specifically state how each of the following qualifications are met):**

* Excellent analytical, troubleshooting and problem solving skills;
* Skill in detecting and resolving entry error problems independently;
* Skill in effectively maintaining databases;
* Effective verbal and written communication, human relations and organizational skills;
* Skill in providing customer service excellence to both internal and external customers;
* Skill in operating a personal computer with word processing, database and spreadsheet software;
* Effective critical thinking skills;
* Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
* Ability to process information in a logical manner and to assess validity;
* Ability to analyze systems and procedures and to explain abstract concepts in concrete terms;
* Ability to plan, coordinate and solve problems;
* Ability to write and revise standards and procedures;
* Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
* Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
* Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
* Ability to plan, organize and work independently, as well as within a team environment;
* Ability to exercise sound judgment and discretion; and
* Ability to maintain the highest level of confidentiality.

**ENVIRONMENT/PHYSICAL CONDITIONS:** Normal office work environment, mostly sedentary in nature. May involve walking; standing; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. May involve travel, occasionally overnight.

***A skills exercise will be conducted at the time of the interview.***

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