



March 12, 2019

PLEASE POST

**JOB ANNOUNCEMENT
Permanent/Full-Time**

Information Systems Specialist / Data Analyst - (\$31.63 to \$42.35/hr.)
\$2,530.40 to \$3,388.00 bi-weekly
Hours: 8:30 am – 5:00 pm. Monday through Friday

Work Location: René C. Davidson Courthouse, 1225 Fallon Street, Oakland.

Job Description:

The District Attorney's Office is recruiting for positions within our internal Information Technology Unit. We are looking for a Data Analyst with solid organization and analytical skills as well as SQL Server, T-SQL, SSRS, Access, Excel, Visual Basic (VBA) and Power BI experience. The candidate will gather information from various large datasets, write queries and create frequent reports and ad hoc reports for senior management. The candidate will also provide support for a case management system.

Systems Environment:

The District Attorney Office has approximately 450 computers, 200 standalone printers, 18 physical and virtual servers, and 50 network printers. Operating systems and application software include: Windows 7, 8.1, and 10; Windows 2003R2, 2008R2, 2012R2, and 2016 servers; SQL 2000, 2005, 2012 and 2016; IIS Web Servers; Office 2010, 2013, 2016, and Office 365; and Case Management Systems.

Responsibilities:

- Support and maintain SQL Server databases
- Collect data by using a scripting language such as T-SQL
- Explore and analyze datasets with tools like Excel
- Visualize data insights and communicate findings to teams across the organization
- Use statistical methods to analyze data and generate useful business reports
- Support 30+ Microsoft Access databases
- Present data analysis to different teams and groups of all levels

Qualifications:

- Bachelor of Science in Computer Science, Management Information Systems, or related field, or equivalent experience
- Minimum three years of previous employment in related field
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Proficient in business intelligence, and data visualization techniques using large datasets
- Ability to analyze large datasets using SQL
- Ability to write comprehensive reports
- Ability to work well with others in a team environment
- Strong oral and written communication skills

License: Possession of a valid California driver's license is required.

How to apply: Please contact the District Attorney Personnel Unit at (510) 272-6222. A job application can be emailed to you. Please send all requests for applications to dajobs@acgov.org.

The District Attorney Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender or physical ability are encouraged to apply.