



Department of Administrative Services JOB ANNOUNCEMENT

ANNOUNCEMENT #:	200916
JOB TITLE:	Statistical Data Analyst – State Purchasing
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334
APPLICATION DEADLINE:	Open until filled
WHO MAY APPLY:	All Applicants
PAY GRADE:	17 Position eligible for alternative work schedule
PAY GRADE SALARY RANGE:	Salary commensurate with qualifications and experience

GENERAL DESCRIPTION:

This position is responsible for the ongoing analysis of State Purchasing’s data, which is obtained from disparate sources from around the State; including supplier data, financial systems, and a data warehouse. This position requires proficiency with analytical tools, knowledge of data analysis methodologies, knowledge of information systems concepts, and presentation software. **This position requires a strong emphasis on data analysis and a working knowledge of SQL Server.**

Job Responsibilities:

- Performs complex statistical analysis on data in support of multiple category teams and procurement activities.
- Writes accurate programs to analyze and extract needed information/data.
- Determines and maps source to target data and documents data cleansing rules.
- Applies appropriate analytical tools and methodology to data collection and analysis.
- Performs data editing, tabulating or coding as necessary.
- Performs statistical analyses on data and interprets results.
- Prepares and presents reports of findings resulting from research.
- Collaborates in collecting and evaluating statistical data to identify performance trends.
- Identify areas for potential savings for spend analysis reports.
- Identify underlying issues with data code and data transfer process.
- Provides technical support and basic development for computer applications and statistical tools.
- Prepares programming specifications and completes programming tasks.
- Demonstrates computer skills in the utilization of appropriate software to perform assigned responsibilities including financial and quantitative analysis.
- Extracts, transforms and analyzes data from corporate data warehouse and other sources utilizing SQL and

PerformancePoint.

- Researches new data sources and analytical tools; contributes to the development of new products.

MINIMUM ENTRY QUALIFICATIONS:

- Bachelors Degree in Statistics, Analysis, Computer Information or related field and one year of experience in data and statistical research and analysis and database management; **OR**
- Five years of experience in data and statistical research and analysis and database management.
- Proficient in Microsoft Office Suite 2007 which includes: Word, Access, Outlook, PowerPoint and advance Excel.
- **Internal applicants:** One year at the lower level or position equivalent (GSP011)

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Seven years of experience in data and statistical research and analysis and database management.
- Procurement Experience
- Advanced SQL Server knowledge for developing queries and extracting data from relational and multi-dimensional databases.
- Experience in PerformancePoint, SharePoint, and PeopleSoft Financials
- Experience working with a variety of information systems and data files, including large and complex files: analyzing file structure, using and creating file layouts, transforming raw data into finished products.

HOW TO APPLY: All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: www.doas.ga.gov; resume, and salary history from three (3) most recent positions.
- Applications & resumes should be emailed to: recruiter@doas.ga.gov or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume.
- Applications/resumes received without a job title or announcement number will be considered unsolicited applications and will not be reviewed.

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