



## **CLASS TITLE: INFORMATION ANALYST (IGO)**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class is located in the Office of the Inspector General and is responsible for collecting and analyzing data to support department staff in the conduct of assigned investigations, and performs related duties as required

### **ESSENTIAL DUTIES**

- Meets with department personnel to define project objectives and to determine the scope of requests and requirements for data presentation
- Uses data management software to extract information from internal and external databases
- Identifies, extracts and performs analysis of electronic data and other information (e.g., payroll registers, telephone records, financial statements) to identify trends or patterns of potential waste, fraud or misconduct
- Exports data from various sources and uses application tools to organize and convert information into user-friendly formats
- Validates large volumes of data sets for accuracy and completeness and resolves discrepancies of duplicate, incorrect or missing information
- Evaluates and makes redactions of privileged and non-relevant information
- Prepares reports to summarize findings and generates charts and graphs to illustrate results
- Confers with department attorneys to discuss the methodology and results of project findings, as required
- May testify in court, at arbitrations or hearings on data analysis findings

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Four years of work experience in data analysis/management OR fact finding research, analysis and reporting, or an equivalent combination of education, training and experience.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

## PHYSICAL REQUIREMENTS

- No specific requirements

## KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

### Knowledge

Moderate knowledge of:

- electronic file systems and storage technologies
- data collection and preservation principles
- research methods and procedures

Some knowledge of:

- applicable computer software packages

Knowledge of applicable City and department policies, procedures, rules and regulations

### Skills

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

### Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

### Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
  - ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems
  - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
November, 2013