Job Description

Job Title: Data Scientist
Pay Grade: 20
Department: Information Technology (IT)
Reports To: IT Director
FLSA Status: Exempt
Prepared Date: July 2018 (Update March 2021)

Summary:
The Children's Trust’s Information Technology (IT) team is responsible to implement strategically aligned solutions to increase the use of information to support decision making to meet financial, strategic and operational goals. The IT team supports all departments throughout The Trust, and its community networks and provider partnerships. The Data Scientist’s role is to collaborate and engage with end users to identify the information and reporting business requirements, key performance indicators and strategic measures needed to ensure the delivery of actionable Information that is defined, governed, secure, accurate, and accessible to users based on business need. This role requires exceptional communication, analytical and problem-solving skills to identify and communicate these requirements to the technical team and serve as a liaison between stakeholders, users and technical resources through the development and implementation of these requirements.

Reporting Relationships:
The Data Scientist reports directly to the Director of IT. Performance is reviewed through meetings, reports, and observation of results achieved.

Essential Duties and Responsibilities:
The Data Scientist is a key business/technical resource for staff. As emerging technologies develop, the Data Scientist is expected to learn these technologies quickly, assess their impact and identify user needs to assist with integrating new technologies with The Trust's systems. The Data Scientist works as a liaison with key stakeholders to understand the structure, policies, and operations of the organization and to recommend solutions that enable The Trust to achieve its information based strategic and operational goals. In addition, the Data Scientist is responsible for assisting with evaluating current systems and researching business processes to make decisions on future development and efficiencies.

Key Responsibilities:
- Engages with end users to determine current and future business requirements for data, information, reports, analyses, data quality, and information access.
- Develops a thorough understand of business processes and need for information utilization to meet user business needs.
- Analyzes informational needs through user interviews to clearly define and document requirements/issues/problems.
- Analyzes complex business needs presented by the user community and recommends reporting solutions.
Ensures the consistency and maintainability of reporting solutions by creating, maintaining, and enforcing standards.

Analyzes and evaluates present or proposed business procedures or problems to define innovative IT reporting solutions.

Helps identify and investigate source systems needed to meet user analytical and reporting needs.

Works closely with data architect/modeler to ensure that data model decisions meet reporting requirements.

Develops and presents proof of concept and prototypes to users to determine whether solutions meet user business and functional needs.

Identifies and recommends solutions for presenting business key performance indicators through use of data visualization tools including development of dashboards and scorecards.

Designs, develops, customizes and tests analytical solutions to meet business requirements.

Identifies and resolves data integrity issues with business users and technical team.

Data mining, machine learning and the ability to integrate structured and unstructured data.

Develops or assists in the creation of project time estimates.

Maintains communications with management and users during development or maintenance cycle.

Provides post implementation support of user questions and fine tuning of reporting solutions.

Communicates technical concepts to technical and non-technical audiences.

Assists with the development of testing and use case scenarios.

Assists with development of training materials for deployment phase.

**Qualifications**

Bachelor’s degree and five years’ experience in information management, business intelligence, business analysis or related field where information is utilizing for decision making and assessment. Equivalent combination of related experience and education may be considered.

**Required:**

- Strong knowledge of business intelligence technology, systems and/or reporting tools.
- Ability to develop innovative solutions to complex analytical problems.
- Knowledge of relational databases, data models and their relationship to reporting.
- Advanced knowledge of Excel, PowerPoint, Access, and Word; PowerBI preferred.
- Working knowledge of workflow and project management software.
- Knowledge of SQL; data extract, transform/load and visualization skills required.
- Ability to learn data mining, machine learning and predictive analytical skills.
- Ability to integrate structured and unstructured data to support information needs.
- Ability to manage multiple concurrent projects and tasks.
- Ability to work with people with diverse backgrounds (technical and non-technical).
- Excellent interpersonal and communication skills (verbal and written) required.
- Strong analytical and problem-solving skills.
- Ability and motivation to learn new technologies quickly with minimal support and guidance.
- Must be self-motivated and able to work independently.

**Working Environment and Physical Demands:**

The incumbent performs administrative work in a normal office environment with comfortable air temperatures and adequate lighting and ventilation. While working, the incumbent alternates physical activities such as sitting and walking around the various areas of the organization as well as utilizing a computer keyboard and telephone. Finger dexterity, voice and hearing abilities are required. Must be able to lift up to 25 pounds.

**Scope of Responsibility:**

The Data Scientist is accountable for the cost-effective and efficient attainment of The Trust's
objectives, and conformity to Board and internal policies, procedures, direction and protocol. Errors in fact, interpretation or judgment can undermine the overall effectiveness and success of The Trust. The incumbent is expected to demonstrate the highest level of discretion and business conduct and ethics.