Cornell University Staff Compensation Program
Generic Job Profile Summaries

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Administration Job Family: Informatics/Data Analyst - Manager Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Informatics/Data Analyst II INDIVIDUAL CONTRIBUTOR	Informatics/Data Analyst III INDIVIDUAL CONTRIBUTOR	Informatics/Data Analyst IV INDIVIDUAL CONTRIBUTOR	Manager Informatics/Data Analytics I MANAGEMENT	Manager Informatics/Data Analytics II MANAGEMENT
Research, develop and maintain databases and/or datasets, queries and metrics; prepare somewhat complex charts, diagrams, correspondence and technical documents to support client requests; trouble shoot issues as they arise.	Design and develop databases and/or datasets from multiple sources; interpret data and prepare complex analysis, tables, graphs, and summary reports to support data collection methods and inform decision-making.	Lead, design and formulate alternate solutions for qualitative analytical research and queries from multiple complex sources; interpret data and develop detailed analysis, analytical models and narrative reports to support and inform decision-making.	Supervise day-to-day department activities; oversee development of detailed analysis, analytical models and narrative reports to recommend decision-making.	Mange department analytical research; oversee development of detailed analysis, analytical models and narrative reports to recommend decision-making.
Assist in identifying and monitoring trends and data sources including focused populations and themes to determine gaps, impacts and opportunities to evaluate progress toward desired outcome(s).	Identify and monitor trends and data sources including university-wide and/or focused populations and themes to determine best approach to capture metrics, synthesize, and interpret statistical analyses to evaluate progress toward desired outcome(s), may recommend improvements.	Leverage creative solutions; examine, evaluate, and optimize trends and metrics; utilize diverse data source and statistics to determine user needs and benchmark best practices; research industry and employment trends and university impact and recommend improvements.	Interpret user practices and department data to identify differences, relationships, and trends in data; monitor changes in legislation and accreditation standards; interpret analyses to evaluate progress toward desired outcome(s), may recommend and implement improvements.	Develop and lead interpretation of department data to identify significant differences, relationships, and trends in data to determine impact; leverage creative solutions, analytics and reporting techniques to enhance knowledge and drive actionable insights.
Compile information for completion of external compliance surveys and internal ad hoc survey requests for information.	Interpret data for submission of external compliance surveys and develop internal ad hoc surveys to address requests for information.	Develop, implement, and analyze custom surveys and program evaluations; respond to external compliance surveys and internal ad hoc requests for information.	Oversee and interpret data for submission of external compliance surveys and develop internal ad hoc surveys to address requests for information.	

Informatics/Data Analyst II INDIVIDUAL CONTRIBUTOR	Informatics/Data Analyst III INDIVIDUAL CONTRIBUTOR	Informatics/Data Analyst IV INDIVIDUAL CONTRIBUTOR	Manager Informatics/Data Analytics I MANAGEMENT	Manager Informatics/Data Analytics II MANAGEMENT
Serve as a resource; assist in designing data collection; seek and test alternate solutions to meet desired reporting options in collaboration with internal/external constituencies and technical counterparts.	Serve as an authority; design data collection and recommend effective alternative solutions to meet desired reporting options; provide analysis and guidance to clients in collaboration with internal/external constituencies and technical counterparts.	Serve as analytic projects authority utilizing a detailed understanding of underlying data structures and relationships; design, recommend and implement effective alternative solutions to meet desired reporting options; provide analysis and guidance to clients in collaboration with internal/external constituencies and technical counterparts.	Serve as an authority; design data collection and recommend effective alternative solutions to meet desired reporting options; provide analysis and guidance to clients in collaboration with internal/external constituencies and technical counterparts.	Partner closely with other analytics partners across the college/unit to represent data and system needs and compatibility with university- wide systems.
Assist in the development and maintenance of various system and instructional materials, user documents and procedures, and communications.	Document business requirements and translate into functional and system requirement specifications; develop or modify procedures to solve moderately complex problems considering business objectives and desired results.	Research new strategic projects and technologies; document business requirements and translate into functional and system requirement specifications; develop or modify procedures to solve moderate to highly complex problems considering business objectives and desired results.	Research new strategic projects and technologies; implement new technology and forecast technical and informational needs.	Research and recommend new strategic projects and technologies; oversee and takes part in the planning and delivery of new applications, and enhancements to existing applications.
Collaborate with departments to analyze and evaluate systems and upgrades including testing software and statistical procedures effectiveness and investigate low to moderately complex informatics system user questions.	Research, evaluate and provide system recommendations with departments and key stakeholders including system effectiveness, testing and coordination; identify and monitor moderately complex problems, processes and interaction with related systems; propose and implement solutions as appropriate.	Serve as authority and operational expertise for data structure relationships, testing and system effectiveness evaluation; identify and monitor complex problems, processes and interaction with related systems and propose and implement solutions.	Serve as systems super user; test, analyze and evaluate the effectiveness of systems and services; identify and monitor moderately complex problems, processes and interaction with related systems; propose and implement solutions for workflow and change management.	Lead efforts and direction to optimize the department's use of processes, information management systems, connecting IT, operational, and administrative functions affecting and improving the quality of information and client services.
In partnership with department define system and reporting needs; facilitate formulation and definition of systems scope and objectives for low to moderately complex projects.	In partnership with department define system and reporting needs; facilitate formulation and definition of systems scope and objectives for low to moderately complex projects.	In partnership with University-wide committees, College and University Administrative Officers define system needs; facilitate formulation and definition of systems scope and objectives for moderate to highly complex projects.	In partnership with department define system and reporting needs; facilitate formulation and definition of systems scope and objectives for low to moderately complex projects.	In partnership with Leadership, manage highly complex departmental projects with several critical Informatics components; define scope and vision, planning, implementation, financial budget and resources, communication, tracking and reporting.

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Assist in determining and interpreting the impact of new policies or provisions related to regulatory compliance; may assist with the organization's maintenance and security of confidential records.	Assist in determining and interpreting impact of new policies or provisions and ensure regulatory compliance; may participate with the organization's maintenance and security of confidential records.	Determine and interpret impact of new policies or provisions and ensure regulatory compliance; may participate with the organization's maintenance and security of confidential records and recommend actions for new and evolving legislation.	Oversee and administer development, implementation, maintenance of and adherence to confidentiality/privacy policies; monitor local, national and international trends related to information management and confidentiality/privacy laws.	Promote development and deployment of security infrastructure for specific systems; collaborate with Information Technologies to ensure compliance with federal, state and local regulatory agencies and resolve issues to meet additional compliance requirements.
Provides on-site user support and training for effective and efficient use of informatics applications, systems and associated equipment.	Provides department leadership and super users support training for effective and efficient use of informatics systems and associated equipment to ensure quality client outcomes.	Provides department leadership and super users support training for effective and efficient use of informatics systems and associated equipment to ensure quality client outcomes.	Provides education and training regarding policies, procedures and best practices; ensures delivery of privacy training and promotes activities that foster awareness.	Collaborate with department leadership to comprehensively understand and address their program area's operations and training needs; educate and guide departments to best leverage technology.
			Manage a team in support of informatics initiatives; plan departmental staffing levels; plan, assign, review, and supervise staff positions and work; partner with HR in hiring, salary, disciplinary actions and terminations.	Direct a broad functional area or more than one functional area in support of informatics initiatives; plan departmental staffing levels; plan, assign, review, and supervise staff positions and work; partner with HR in hiring, salary, disciplinary actions and terminations.
			Oversee and foster high levels of customer service in coordinating all information provided to clients ensuring appropriate, timely and accurate information is provided.	Work with College/Unit senior management in planning the organization's policies and procedures; plan for strategic and tactical research, planning, and development activities.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11909 INFORMATICS/DATA ANALYST II, BAND E	11910 INFORMATICS/DATA ANALYST III, BAND F	11911 INFORMATICS/DATA ANALYST IV, BAND G	11912 MANAGER INFORMATICS/DATA ANALYTICS I, BAND F	11913 MANAGER INFORMATICS/DATA ANALYTICS II, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree and up to 2 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination
IMPACT	Moderate impact	Moderate impact	Significant impact	Moderate impact	Significant impact
CONTACTS - INSIDE	Provide guidance to others Coordinate activities	Provide guidance to others Coordinate activities	Persuading others to take a particular course of action Coordinate major activities	Provide guidance to others Coordinate activities	Contribute to group projects Coordinate major activities
CONTACTS - OUTSIDE	Provide information within pre-established documents or programs	Provide information within pre-established documents or programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact	Limited contact

FACTOR PROFILE	11909 INFORMATICS/DATA ANALYST II, BAND E	11910 INFORMATICS/DATA ANALYST III, BAND F	11911 INFORMATICS/DATA ANALYST IV, BAND G	11912 MANAGER INFORMATICS/DATA ANALYTICS I, BAND F	11913 MANAGER INFORMATICS/DATA ANALYTICS II, BAND G
SUPERVISION	None given	Responsible for providing occasional guidance on work methods or procedures to employee who do similar work	Provide guidance, counsel and information to employees throughout the University in specific support areas	Day-to-day supervision to employees within the department	Provide supervisory direction to other employees
COMPLEXITY	Focus on entire field and related areas	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires reasoning skills and judgment.	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills.	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment.	Continually required to develop new, imaginative or innovative solutions, services, products, processes, and programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment
LEVEL OF DECISION MAKING	Responsible for assisting, contributing to and influencing decisions on setting policies and/or procedures, research, planning and development activities	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for making decisions concerning policy-setting, research, planning or students.	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students.	Responsible for making decisions concerning policy-setting, research, planning or students
EFFECT OF DECISION MAKING	Directly affect an entire department Moderate effect on students and employees	Directly affects several departments. Significant effect on students and employees	Directly affect several departments. Significant effect on students and employees	Directly affects several departments. Significant effect on students and employees	Decisions directly affect more than one college, school, and administrative unit.
FREEDOM OF ACTION	General supervision Some interpretation of Established policies and Procedures required	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	General supervision Interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices

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WORKING CONDITIONS	Normal working conditions include limited or no exposure to hazardous conditions/materials /equipment. Safety gear may sometimes be required	Normal working conditions include limited or no exposure to hazardous conditions/materials /equipment. Safety gear may sometimes be required	Normal working conditions include limited or no exposure to hazardous conditions/materials /equipment. Safety gear may sometimes be required	Normal working conditions include limited or no exposure to hazardous conditions/materials /equipment. Safety gear may sometimes be required	Normal working conditions include limited or no exposure to hazardous conditions/materials /equipment. Safety gear may sometimes be required