



Senior Information Analyst

ROLE SUMMARY

This position with the Civilian Office of Police Accountability (COPA) is primarily responsible for performing complex data analysis to support various information requests, and the agency's mission to provide effective, transparent police oversight.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: Starting at \$64,992

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is in the career service.

ESSENTIAL DUTIES

- Receive, review, and prioritize internal and external information requests (e.g., e-discovery, freedom of information, investigative) for electronically stored data, images, and documents.
- Report, build dashboards, build data models, analyze datasets and administration of PowerBI tools.
- Connect data sources, import data, and transform data for business intelligence.
- Write optimized SQL queries for integration with other applications.
- Develop scripts, procedures, and triggers for application development.
- Maintain data quality and backups and oversee quality of data.
- Follow established guidelines and requirements in validating requests for information and consult with COPA legal staff.
- Track and manage information requests from various sources and ensure expectations and deadlines are met.
- Extract, index, merge, and manipulate large and multiple data sets into database sources.
- Perform technical and analytical functions using electronic software tools.

- Perform data quality reviews and validate converted information in preparation for database creation.
- Convert data and images into various formats for reporting purposes.
- Prepare tables, charts, and graphs and forward information to requestor.
- Summarize findings and prepare narrative reports to explain data results.
- Proactively analyze data to identify trends and support pattern or practice investigations.
- Support data analysis needs of the Policy and Legislative Affairs and Public Affairs groups.

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree, plus one year of experience in data analysis/management OR one year of experience performing fact finding research, analysis and reporting, or an equivalent combination of education, training and experience.

“Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.