

TO: Personnel Board
FROM: William Wick, Human Resources Analyst
DATE: May 3, 2022
SUBJECT: Fleet Services Data Analyst 2

At the request of the Fleet Superintendent, Mahanth Joishy, I have studied the position # 4075 of Data Analyst 2 (CG 18, Range 08) currently occupied by David Coy. Superintendent Joishy is recommending movement of David Coy to Data Analyst 3 as part of the career progression outlined in the class specification for Data Analyst 1-3. After reviewing the position description (see attached), and having interviewed Superintendent Joishy and David Coy on changes in the position since it was created, I recommend that David Coy be moved to the level of Data Analyst 3 for the reasons outlined in this memo.

The class specification defines a Data Analyst 2 as:

...the **objective level** of the Data Analyst career progression series both within the Finance Department and at the agency level. Employees complete **diverse data analytic assignments; prepare comprehensive reports** and recommendations; present and defend findings; and **exercise fully developed professional skills**. Under general supervision, employees are expected to independently exercise professional judgment and discretion. [emphasis added]

The class specification defines a Data Analyst 3 as:

...**journey-level professional work** in the development and implementation of assigned data analytic programs, functions and services. Work is characterized by **considerable judgment, discretion and expertise** in the preparation and presentation of **complex analysis**, and the **administration of programs and services**, as assigned. Under general supervision, employees work with a **high degree of independence** in meeting specified objectives. [emphasis added]

The class series states:

At the agency level, this series is expected to progress from a Data Analyst 1 to Data Analyst 2, and from a Data Analyst 2 to a 3, as a function of the employee's career development. [emphasis added]

The main differences between a Data Analyst 2 and a Data Analyst 3 are that, at the 3 level, the Data Analyst is expected to perform more complex assignments with a higher degree of independence and to develop, implement, and administer assigned programs and services.

David Coy has worked for the City since July 2019 and was hired at that time as a Data Analyst 2, a position he held for the entire duration of his employment. Prior to David's hire, Fleet Services had not employed a Data Analyst. Originally, David was expected to be responsible for analyzing data in the areas of automotive policies, operations, finances, and human capital and to perform work independently within applicable policy and procedural guidelines under the supervision of the Fleet Superintendent.

Since late 2019, David has managed the citywide #TeamCity recognition program in collaboration with the Mayor's Office. Since 2021, David has supervised a Data Analyst Apprentice and is accountable for the accuracy of the impact of deliverables of this apprentice. Additionally, David plays the lead role in

managing the program for GPS/telematics software for all City departments, resulting in measureable successes in safety and sustainability across the organization.

David also assists other City agencies and committees with their data needs, including data analytics, visualization, and interpretation. In 2021, David assisted the City Clerk’s Office, the Water Utility, the Multicultural Affairs Committee, and the Women’s Initiatives Committee with various data-driven projects. Many of David’s duties involve highly technical work that is not otherwise being performed by anyone else in the City system. David’s expertise is frequently requested to support the work of other agencies based on advanced data analytics being performed at Fleet. These cross-agency efforts have resulted in several improved operational processes, greater efficiencies, and cost savings.

The work described in this memo are examples of the development, implementation, and administration of programs, functions, and services that are expected at the Data Analyst 3 level. Because David Coy has frequently demonstrated high level data analytical skills with a high degree of independence and autonomy, I recommend that he be reclassified to the higher Data Analyst 3 level.

We have prepared the necessary Resolution to implement this recommendation.

Attachment(s): Position Description

Effective Date: 02/21/2022

Compensation Group/ Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+ 12% Longevity)
18/08	\$66,648.14	\$79,088.88	\$88,579.66
18/10	\$72,346.82	\$86,947.64	\$97,381.44

Cc: Mahanth Joishy, Fleet Superintendent
Emaan Abdel-Halim, HR Services Manager
David Coy, Data Analyst