

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant  
Work Phone:

2. Class Title (i.e. payroll title):

Data Analyst 1

3. Working Title (if any):

Assessment Business Systems Analyst 1

4. Name & Class of First-Line Supervisor:

Megan Lukens, Assessment Business Systems Manager  
Work Phone: 267-8747

5. Department, Division & Section:

Assessor's Office

6. Work Address:

210 Martin Luther King, Jr. Blvd.  
City County Building, Room 101  
Madison, WI 53703

7. Hours/Week: 38.75

Start time:                      End time:

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Purpose:

This is responsible professional data analytics work supporting the City Assessor's Office. Work includes assisting with upholding legal requirements for data management and noticing within the office (Board of Assessor, Board of Review, and Personal Property), performance excellence goals, and outcome based budgeting.

11. Position Summary:

Work involves responsibility for ensuring data integrity of complex and diverse data analytic assignments through analysis and research. Work includes evaluating system functionality; preparing comprehensive reporting and recommendations; design, testing and documentation of the valuation system(s) in partnership with IT; map and migrate data between systems in partnership with IT staff; develop quality control and business standards for data management within software systems in partnership with IT staff and in support of the Assessment Business Systems Manager. Analyst 1 assists the Analyst 2 with legal data management. Assist in maintaining the personal property database with approximately 7500 accounts within any software system used within the Assessor's Office. The employee works under close progressing to general supervision of the Business Systems Manager.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 10% A. Personal Property Database
- Processing statements: checking in, reviewing data, data management within system, assist with reconciling control totals
  - Run queries and reports from the system. Ability to import txt files into Excel to provide further analysis and outcomes
  - Maintenance of database including updating information as needed, closing and opening accounts, management of manufacturing personal property accounts
  - Assist the Analyst 2 in preparing required documents for the refund/rescind process; update data and run control totals to ensure accuracy of data
  - Provide technical expertise in accessing and querying the data
  - Assist with anticipating, planning for and analyzing future system needs
  - Monitor database to identify problems and coordinate corrections with IT
- 15% B. Legal Data Management
- Assist the Analyst 2 in maintaining the Real Estate and Personal Property Objection database
  - Under close supervision, change assessments in the data management system
  - Under close supervision and upon request, access database(s) and analyze objection data and provide substantive responses
  - Run queries and reports from the system
  - Assist with maintaining, analyzing and providing reports on data regarding objections sent and filed, ensuring due process rights of property owners are acknowledged and upheld
  - Assist the Analyst 2 to ensure statutory requirements are communicated and met by all participants
  - Assist Analyst 2 in training team members and provide assistance in areas of expertise
- 10% C. Board of Assessor, Board of Review Management
- Assist the Analyst 2 to schedule hearings: notify board members, assessment personnel, property owners, reserve hearing room, and satisfy all legal noticing requirements
  - Enter data for meetings, provide objection data for Boards, run reports as required, maintain accurate data as shown through control totals
  - Assist with processing determination notices and providing statutorily required notices to property owners and agents
  - Attend Board of Review hearings and assist the Clerk with duties outlined in Wisconsin State Statutes and Madison Municipal Ordinances
  - Assist with providing data for requests of BOA and BOR data
- 60% D. Data Management and Analysis
- Assist with compiling data to create required reports for Wisconsin Department of Revenue
  - Participate in system designs that incorporate agency(s) processes related to data collection and reporting
  - Assist with quality control of data to ensure accuracy on an ongoing basis
  - Use data analytics to evaluate, answer queries, and problem solve for agency, City, and other relevant concerns
  - Assist with data process reviews with coordinator of the City's data team
  - Assist with software migration and maintenance
  - Study the impact automation has on the agency's policies, procedures and methodology, and assist with recommending and coordinating changes
  - Complete maintenance of sales databases
  - Assist with the preparation of statistical data for various taxing districts and city agencies
  - Create, monitor and maintain necessary annual changes documentation (i.e. trackers) to ensure consistent flow from year to year
- 5% E. Other duties as assigned.
1. Under the direction, and with approval, of the Business Systems Manager, assist the Analyst 2 in the completion of general tasks

13. Primary knowledge, skills and abilities required:
- Thorough knowledge of the principles of data collection, administration, management, analysis, and organization
  - Ability to use computer software applicable to the duties of the position including, but not limited to, Excel, personal property database, valuation software (currently GEO), financial software (MUNIS), permitting software (Accela), meeting and minutes tracking software (Legistar)
  - A familiarity with computer assisted mass appraisal software and programs
  - Working knowledge of computer-assisted data analysis techniques And property assessment legal procedures
  - Ability to gain knowledge of parliamentary procedures and committee/open meeting rules and requirements
  - Working knowledge of Department of Revenue reporting requirements and data runs necessary to ensure meeting reporting deadlines
  - Ability to evaluate effectiveness of programs and create quality control measures and functionality within a software system
  - Ability to collect and evaluate data, compile related financial, statistical, and narrative reports and recommendations
  - Ability to prepare, effectively communicate, and defend analytic findings, with close progressing to general supervision
  - Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts
  - Ability to work effectively with multicultural populations
  - Ability to problem solve, apply logic, and perform process identification and systems thinking
  - Ability to work independently and to manage multiple projects on an ongoing basis
  - Ability to plan and prioritize work assignments
  - Ability to facilitate projects, recommend change and communicate methods
  - Ability to maintain adequate attendance
  - Ability to work with complex data processing systems
  - Ability to work effectively, both independently and with teams
  - Knowledge of effective training methods and techniques
  - Organizational and prioritization skills
  - Mathematical and statistical skills

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14. Special tools and equipment required:

15. Required licenses and/or registration:

Assessor 2 certification

16. Physical requirements:

Work is sedentary in nature and performed in an office environment. Employees use standard office equipment such as telephone, computer, copier, and fax machine.

17. Supervision received (level and type):

General by the Assessment Business Systems Manager.

18. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I was provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

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EMPLOYEE

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DATE

20. Supervisor Statement:

I prepared this form and believe that it accurately describes this position.  
 I reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

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SUPERVISOR

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DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg. by calling 266-4615 or visiting [cityofmadison.com/employeeet/policies-procedures/position-descriptions](http://cityofmadison.com/employeeet/policies-procedures/position-descriptions).