

TO: Personnel Board
FROM: Bill Wick, Human Resources
SUBJECT: Data Analyst 2 – Assessor’s Office
Date: December 28, 2021

On December 2, 2021, City Assessor Michelle Drea submitted a position study request to Human Resources proposing to recreate an encumbered Program Assistant 1 position as a Data Analyst 2 (CG 18, Range 08). The request indicated that the Assessor’s Office is undergoing significant technological infrastructure change related to data management and intends to replace a legacy system created in the 1990s that is used for data retention and management with a Computer Assisted Mass Appraisal/Value Technology (or CAMA) system. This workflow update will result in improved data management and quality control work, by shifting from primarily clerical/data entry and paper processes to managing automated data within a sophisticated and robust software system. City Assessor Drea envisions that the Data Analyst 2 will be a lead worker and will work closely with a Data Analyst 1 to complete data projects assigned by the Assessment Business Systems Manager. After review of the updated position description, meetings with the Assessor’s Office Management Team, and a full analysis of the proposed position against the classification specifications for Data Analyst 1 and Data Analyst 2, I recommend the following for the reasons outlined in this memo:

- Recreate the position of Program Assistant 1 (# 720) as a Data Analyst 2 (CG 18, Range 08) and post for internal competition

The classification specification for Data Analyst 1 indicates that the position performs

... **responsible professional data analytics work** supporting the City's performance excellence goals and outcome-based budgeting. These positions will use data to provide innovative solutions to complex problems in relation to City-wide or agency plans, goals, strategies and operational effectiveness. Incumbents **may work** within the Finance Department as part of the City's Data Analytics Team, or **within specific agencies, supporting agency data needs**. Incumbents will work under the general supervision of the Budget and Program Evaluation Manager or an agency manager, and leadership of the Data Projects Coordinator (Data Analyst 4), and will **exercise independent judgment and discretion** in carrying out assigned projects... At the agency level, this series is expected to progress from a Data Analyst 1 to Data Analyst 2...as a function of the employee's career development.

This is the **entry level** of the **Data Analyst** career progression series. This work is characterized by **more structured and/or closely reviewed professional assignments**, necessitating application of data analytic theories and concepts. Work may include varied areas of data analytics (e.g., data action plans, automating reports, processing big data sets, data visualization, providing business analysis and building data collection and intelligence tools). However, employees will **work under limited supervision**, and are expected to **exercise professional judgment and discretion within clearly defined parameters**. [emphasis added]

The classification specification for Data Analyst 2 is differentiated from Data Analyst 1 in that the position:

... is 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 classification change worksheet submitted by City Assessor Drea proposed that the Data Analyst 2 will perform work leading up to a successful migration from the current system to the CAMA system. This transition will require significant data analytical skill and knowledge, including, but not limited to, having capacity to analyze existing data, clean up data, and map data for migration. The Assessor's Office notes that it is critical to have this position filled prior to implementation of the CAMA system in order to ensure a global and comprehensive understanding of the arc of the data between systems and processes. For the new system to be successful upon its acquisition, it is critical for the existing data to be accurately processed and prepared for migration.

The skills necessary to prepare for and sustainably manage data within the automated system relate to data administration and management with an emphasis on assessment software and knowledge of data governance, data quality, security, analytics, and modeling. This is beyond the scope of work generally performed under the class specification of Program Assistant 1 and the agency indicates sustaining this position at the program assistant level will stifle development of the new model, processes, and business practices.

The classification specification for Program Assistant 1 states the position performs:

... **responsible programmatic support work** in a City department, division or other independent program unit. Employees in this class support a particular program or programs by **performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures,** and **performing administrative tasks** in support of the program. The work requires **exercising considerable judgment and discretion** in the interpretation and application of policies. Employees in this class work under the **general supervision** of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff. Work is distinguished from an Administrative Clerk in that Administrative Clerks perform a wide range of administrative tasks whereas a **Program Assistant is responsible for coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations** in order to carry out such tasks. [emphasis added]

The Assessor's Office has an immediate and ongoing need for legal data management. Since June of 2020, the work is being performed on an out-of-class basis by the incumbent Program Assistant 1. Upon creation of the Data Analyst position, the non-data related work currently performed by the Program Assistant 1 will be absorbed/redistributed among other administrative staff. Data entry work currently performed will be reduced dramatically once the new Computer Assisted Mass Appraisal (CAMA) system is fully in place. The Assessor's Office created workflow efficiencies during the pandemic and two incumbent Assessment Technicians are able to meet work demands as they have shifted away from field visits – eventually a third Assessment

Technician will be needed; however, it is expected that an Assessment Technician will be hired from the Town of Madison merger.

Given the Assessor Office's changing needs and the specialized professional skills required to perform pre-migration work leading up to the acquisition and implementation of the new CAMA system, as well as the future ongoing need for data reporting and data analysis, I recommend the creation of the Data Analyst 2 position in the Assessor's office to replace an occupied Program Assistant 1 position. Because the Personnel Rules prohibit reclassification of a represented employee into a non-represented position, it will be necessary to post the Data Analyst 2 position for internal competition.

The Assessor's Office also requested to recreate a vacant Assessment Technician 2 as a Data Analyst 1 – a separate resolution recommends the recreation of the Assessment Technician 2 as a Data Analyst 2, to be under filled as a Data Analyst 1 through an open and competitive posting process.

The necessary resolution has been prepared to implement this recommendation.

Editor's Note:

Classification	Compensation Group/ Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% Longevity)
Program Assistant 1	20/11	\$50,518.26	\$56,547.40	\$63,333.14
Data Analyst 1	18/06	\$61,444.76	\$72,346.82	\$81,028.48
Data Analyst 2	18/08	\$66,648.14	\$79,088.88	\$88,579.66

cc: Michelle Drea, City Assessor
Emaan Abdel-Halim, HR Services Manager
Greg Leifer, Employee and Labor Relations Manager
Erin Hillson, Labor Relations Specialist
Ken Seifert, AFSCME Local 6000 Representative