



JOB DESCRIPTION

Position Title: Data Analyst/Web Developer

Department: IM/IT

Reports to: Data Scientist

General and Specific Duties:

The Data Analyst will be required to:

- Provide analysis of underlying data, problems, and solutions. Document findings in a format easily shared with others.
- Work with IPython/Jupyter notebooks, providing repeatable, iterative solutions
- Manipulate data, perform data munging/wrangling
- Analyze and understand business unit requests using iterative processes
- Write queries in order to extract needed information from the OLTP/OLAP systems.
- Document all processes and procedures, including charts and graphs, in clear and concise language.
- Create complex reports using reporting tools with output to HTML, Excel and/or PDF.
- Automating and Monitoring data transfers for web data collection projects and processes (site to database)
- Analyze data reports in order to observe correlations, relationships, patterns, and trends, assisting in the development of strategic recommendations and action plans.
- Assist with the creation of summary reports and presentations to share with business units, management, customers, and partners.
- Tracks all support requests in the CPC's ticket management system

*Responsibilities also include other duties as and when assigned.

Position Requirements:

Education:

- A recognized degree or college diploma in Computer Science or Engineering or related field is preferred. Equivalent experience is acceptable but strong Computer Science fundamentals are a requirement.

Experience:

- Possess project-based experience in technical design, strategy/visioning and planning, development and deployment;
- Possess TSQL, Reporting Services, Integration Services,
- Knowledge of Python and JavaScript (front-end and back-end) skills
- Web development skills (HTML, CSS, JavaScript, PHP)
- Familiarity with command line interfaces (Windows/Linux)
- Experience in working with non-technical staff on technical issues

Language Requirements:

- English is essential (excellent verbal and written communication skills).

Soft skills:

- Self-starter who can take the initiative.
- Works well with appropriate direction.
- Applies customer service skills, representing the CPC in a positive way while working with others.
- Demonstrates enthusiasm, thoroughness, and initiative towards problem solving.
- Effectively presents information and responds to questions from groups, managers, customers etc.
- Provides hands-on knowledge and training to staff.
- Ability to make effective presentations to both technical and non-technical audiences.
- Ability to work effectively with management and other staff to achieve common objectives.
- Possess good judgment and follow-through skills, to see problems to solutions.
- Ability to work in a fast-paced and changing environment.

Knowledge, Skills and Abilities:

- Web development skills for client-side and server-side scripting, including HTML5, JavaScript and PHP
- Experience with CSS or responsive frameworks
- Understanding of multi-service data integration via RESTful APIs
- Microsoft SQL Server, BI and TSQL
- Familiarity with MySQL, PostgreSQL, or NoSQL database technologies

- Python libraries and frameworks like pandas
- IPython/Jupyter notebooks
- Integrated Development Environments like Visual Studio, PyCharm, or WebStorm
- JavaScript libraries and frameworks like Knex.js, Koa.js, Express, React, Redux, D3.js
- Sublime Text 3, Visual Studio Code or similar editor experience
- XML, JSON, and traditional tabular data formats
- Salesforce SOSL/SOQL
- Knowledge of Version Controls Systems such as Git
- Microsoft Excel and Excel Pivot Tables
- DevOps tooling like Docker, webpack