

# DATA ANALYST

## POSITION DESCRIPTION

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The Data Analyst at Apex will design and execute statistical analyses for various project teams. This role assists with processing and preparation of complex data collected by Apex or collected by our partners and shared with Apex. The Data Analyst will contribute outcomes of analyses to be included in reports and participate in the analysis and interpretation of data, as appropriate. This position also supports the development and maintenance of the Apex database, including quality assurance tasks.

## PRIMARY OBJECTIVES

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This position will report to the Senior Evaluator and support the Evaluation Team in:

- Making data accurate, accessible, and useful through thoughtful data management, analysis, and quality assurance processes; development of data visualizations; and contribution to reports
- Achieving partner satisfaction by delivering high-quality and accurate data and facilitating learning through interpretation and contextualization of data
- Centering equity by advocating for and executing equitable data collection, analysis, and sense-making processes; equitably representing diverse populations in the reporting of data, and facilitating data use, ownership, and sharing with impacted communities

## MAJOR AREAS OF RESPONSIBILITY & SPECIFIC RESPONSIBILITIES

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1. Prepare data sets and perform statistical analysis
  - a. Process, clean, de-identify, code and verify the integrity and reliability of data used for analysis
  - b. Link data sets across multiple years using common client IDs; link related data sets across multiple sources using common client IDs; link unrelated data sets using fuzzy matching
  - c. Use iterative processes to validate findings
  - d. Utilize statistical software to analyze, interpret, and summarize data in preparation for statistical and analytical reports

- e. Determine and apply the appropriate study design and analytical methods when conducting analysis, such as tests of variance, hypothesis testing, statistical sampling, linear regression, multivariate regression, matched case-control studies, and longitudinal analysis
2. Data visualization
    - a. Format data and develop and contribute to reports, including the creation of charts, tables, and other related documents and graphics
    - b. Serve as a resource to partners and peers regarding appropriate use of data, ensuring accurate understanding and use of data
    - c. Champion the adoption and implementation of data analytics tool across multiple projects
    - d. Communicate findings and processes tailored to a variety of audiences ranging from subject matter experts to the general public
  3. Database maintenance
    - a. Provide quality assurance (QA) and maintenance support for the [Apex Data Hub](#), including reconciliation of linked client records and importing data from secondary sources
    - b. Support data remediation process for partners
  4. Support project teams
    - a. Collaborate with project teams and subject matter experts to understand project needs
    - b. Assist in project planning and management with project teams
    - c. May lead, guide, and train employees and/or interns performing related work

## EDUCATION & EXPERIENCE

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- Candidates need to have sufficient training to use the necessary software programs and execute the areas of responsibility and specific tasks listed above. This training would most likely come from a bachelor's or master's degree in statistics or a related field, or in some cases, it could come from stand-alone online courses.
- Candidates must have experience executing the areas of responsibility and specific tasks listed above using software that is the same or similar to what we use. This experience can come from class assignments or on-the-job experiences. The ideal candidate will have experience executing these tasks in multiple projects or settings.

## SKILLS & COMPETENCIES

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- High attention to detail
- Verbal and written communication
- Quality-oriented
- Collaborative and proactive

- Organized and self-motivated

#### Software

- We use SPSS for statistical analysis. Ideal candidates will have experience with this program or something similar, such as Python, R, STATA, or SAS.
- We use Yellowfin Business Intelligence software for data analytics. Ideal candidates will have experience with this program or something similar, such as Power BI or Tableau.

## CORE VALUES

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Our core values shape our approach to our colleagues and partners. These values are learning, collaboration, excellence, equity, innovation, and leadership. Apex employees are expected to practice kindness and optimism; curious intelligence; work ethic; empathy; self-awareness; and integrity. Systems thinking is a part of our culture, which approaches problems using distinctions, systems, relationships, and perspectives (DSRP). This method of thinking is central to the way we approach our work at Apex. Knowledge of systems thinking is not a prerequisite for hire, and employees will receive ongoing training in this method of problem solving.

Apex Evaluation is an active Equal Employment Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, or genetics.

## COMPENSATION & BENEFITS

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- The annual salary range for this full-time position is \$55,000-\$70,000.
- Apex practices a four-day work week (Monday through Thursday).
- Four weeks of paid time off (PTO) are provided at the beginning of each calendar year. PTO is prorated based upon an employee's start date.
- Additionally, Apex offers the following as paid days:
  - December 25 through January 1
  - Martin Luther King, Jr. Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day and the Friday following
- Other benefits, including a retirement plan with up to 3% matching contribution and employer contribution to health insurance, are available.

## LOCATION

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Apex Evaluation is based in Albuquerque, NM and most employees are located in New Mexico. Apex offers remote and hybrid work models.

## CONTACT US

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Qualified candidates may apply via [LinkedIn](#) or by emailing a cover letter and resume to [careers@apexeval.org](mailto:careers@apexeval.org).

Successful Data Analyst candidates will be asked to participate in two rounds of interviews beginning in January 2022. Both interviews will be held via Zoom and will be inclusive of the role's immediate supervisor as well as additional staff. Candidates invited for a second interview will be asked to complete a data analysis exercise to demonstrate skills in real time, for instance an exercise to demonstrate their ability to de-identify client records according to HIPAA guidelines, link client records across multiple years of data sets using consistent client IDs, and link unrelated data sets using fuzzy matching. Additional details will be provided to selected candidates.

Apex plans to complete this hire in February. For questions about this or any other aspect of the job posting, please reach out to [careers@apexeval.org](mailto:careers@apexeval.org).

Find us online at [apexeval.org](http://apexeval.org) and <https://www.facebook.com/apexevaluation>.