



OFFICE OF THE
STATE AUDITOR

Data Analyst Position

Deadline for Applications: June 3, 2022, at 5:00 p.m. or Until Filled

The Office of the State Auditor seeks a qualified candidate to work as a Data Analyst. Our office provides Utah taxpayers and government officials with an independent assessment of financial operation, statutory compliance, and performance management for state and local government, and makes recommendations to improve the effectiveness of programs and efficiency of operations.

The incumbent will provide assistance and apply advanced knowledge to the office's Data Analytics & Performance Audit work, including Project KIDS, an innovative audit regarding the effectiveness of public education spending. The incumbent will be responsible for collecting, cleaning, and interpreting large amounts of data. Incumbents in this position make recommendations to the State Auditor and/or senior management, which may influence office decisions, programs, regulations, legislation, etc. The incumbent must obtain a working knowledge of statutes, rules, policies, procedures, and programs related to governments in the State of Utah.

This position requires a minimum of a four-year college degree or equal experience in data analysis, performance audit, or investigation.

Applicants must have a variety of skills, including:

- Cleaning, summarizing, and statistically analyzing data; interpreting results; and making recommendations.
- Experience with statistical programming languages; R is strongly preferred.
- Experience conducting research; research relating to the public sector is preferred.
- Ability to communicate complex, technical information and ideas in non-technical terms both in writing and verbally.
- Writing code to interact with databases and other software programs; experience querying databases and SQL is preferred.
- Visualizing data in a meaningful way; experience with Tableau and/or Adobe Illustrator is preferred.
- Establishing and maintaining effective work relationships with employees, representatives of governments, and the public.
- A post-secondary degree or certificate in a related field or equivalent years of related experience in analysis or investigation is required.

Responsibilities in this position will include the following:

- Performs quantitative analysis by applying appropriate protocols to analyze data and reach accurate conclusions.
- Cleans, analyzes, summarizes, and/or reviews data; conducts statistical analysis, interprets results, and/or makes recommendations.
- Improves data processes and manages data in database.
- Creates visualizations to display the results of data cleaning and analysis.
- Produces reports, publications, and/or other written materials.
- Presents results to a variety of stakeholders.

- Researches and reviews financial records, reports, and all kinds of administrative records related to public education.
- Maintains detailed investigative and/or research records, includes documentation of work performed, and attends to other related administrative requirements.
- Works independently to execute projects or investigations as assigned.
- Other tasks as assigned.

Email a cover letter and resume to:
Office of the State Auditor
Tauna MacPherson
tmacpherson@utah.gov

Salary : \$20 to \$30 per hour, commensurate with experience.
Utah-based remote work options available.
Compensation includes comprehensive health, dental, and retirement benefits.

Start Date: Flexible. Preferably by June 21, 2022, but up to July 6, 2022

The Office of the State Auditor is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. In compliance with the Americans with Disabilities Act, the Office of the State Auditor provides reasonable accommodation to individuals with disabilities. For accommodation information or if you need an accommodation to complete the application process, please contact Tauna MacPherson at tmacpherson@utah.gov or 801-538-1361.

The Office of the State Auditor participates in E-Verify. Applicants must be able to successfully pass the required background check. This is an at-will (career service exempt) position. Incumbents placed in this title are appointed, non-classified, exempt from 67-19-12, and are required to be placed in a position schedule of AC (Employees in Offices of Elected Officials).