# South Bay Cities Council of Governments

February 9, 2026

TO:             Steering Committee

FROM:           Jacki Bacharach, Executive Director

SUBJECT:        New Analyst/Senior Analyst Classification and Description

BACKGROUND

Currently underway is the Board authorized classification and compensation study which will address organizational and program growth including developing new and revised position descriptions and recommendations for salary schedule.  Needs to support Homeless Services/Housing are included in this study. It is anticipated that this work will be completed for the Steering Committee and Board review this April 2026.

In the meantime, the Homeless Services/Housing team is implementing new programs which require different skill sets beyond those included in the current position descriptions.  With the growth of these programs and services, there is an immediate need for data analysis expertise.

ANALYSIS

To address this immediate need, SBCCOG staff worked with the human resources firm, currently conducting the classification and compensation study, to develop an Analyst/Senior Analyst classification to establish a classification structure for the specialized data analysis function. Staff are recommending that the new classification includes journey level and advanced- journey level skills and experience to allow hiring at the entry level as well as provide professional growth opportunities.  The salary range is proposed to be $79,880 -$105,472 to recognize the two skill levels.

Approval of this classification and position description supports the immediate need to recruit an individual with advanced data analysis skills to collect, clean, verify, and enter operational and program data as well as conduct advanced statistical analysis to advise on actionable recommendations.  The full classification is included in Attachment A.  Once hired, this individual would report to the Senior Programs Manager, Homeless & Housing, Ronson Chu.  .

Approval in February, ahead of the classification and compensation study recommendations, will allow the SBCCOG staff to begin recruitment – as this can be a long process.  If approved, this position will be incorporated into the final classification and compensation study report.

FUNDING

This position would be funded 100% by Measure A and LACAHSA budgets.

RECOMMENDATION

That the Board approve the Analyst/Senior Analyst classification and description.

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)**
**JOB DESCRIPTION**
**ANALYST/SENIOR ANALYST**


## Job Summary

Under general direction, performs professional-level data and statistical analysis and reporting to support and inform organizational programs, operations, and strategic decision-making. This classification is responsible for implementing and maintaining data systems and analytics platforms; developing and managing program data; conducting qualitative and quantitative analyses; and translating complex data into actionable insights for executives, program leadership, and external stakeholders. This classification exercises independent judgment within established objectives and priorities and works collaboratively with program staff, vendors, and partners to support data-driven policy, programmatic, and operational decisions. Analysts perform the full range of professional data analysis duties with increasing independence and complexity.

## Distinguishing Characteristics

The Analyst/Senior Analyst is a combined journey/advanced-journey classification. Incumbents perform the full range of professional data analysis duties with increasing independence and complexity.

## Analyst

The Analyst is the journey-level classification and is responsible for performing the full range of assigned analytical, reporting, and data support duties using established methods, tools, and procedures, working under general direction and receiving assistance on more complex or unusual assignments.

## Senior Analyst

The Senior Analyst is the advanced-journey classification and is distinguished by responsibility for independently leading complex analytical initiatives, serving as a subject matter expert, and providing functional guidance, technical direction, and training to staff and stakeholders. Incumbents at this level exercise a higher degree of independent judgment in the design, interpretation, and communication of analytical work products.

The Analyst/Senior Analyst classification is distinguished from project coordination and project management classifications by its primary responsibility for data analytics, statistical analysis, and technical reporting, rather than overall program ownership.

## Essential Job Functions, Duties, and Responsibilities

- Implements and maintains data systems in collaboration with external vendors; designs, configures, tests, and optimizes databases, data warehouses, and analytics platforms to support program operations and reporting.
- Develops and maintains a comprehensive inventory of program data needs in collaboration with program staff.
- Establishes data standards, documentation, and workflows to ensure data consistency, usability, and integrity.
- Collects, cleans, verifies, enters, and maintains operational and program data.
- Conducts advanced statistical and analytical work using tools such as Excel, Access, SQL, Software-as-a-Service (SaaS) databases, and business intelligence platforms.

- Compiles and organizes information by grouping or categorizing data (e.g., tables, spreadsheets, datasets) to facilitate program delivery and decision-making.
- Develops and maintains dashboards, automated reports, and data visualization tools for internal and external audiences.
- Applies qualitative and quantitative analytical methods to identify issues, summarize findings, and draw fact-based conclusions.
- Works closely with program staff to interpret analytical results, understand operational implications, and ensure findings are actionable.
- Interprets complex data findings and prepares clear, data-driven recommendations for executives, elected officials, and program leadership.
- Supports data-informed policy development, program evaluation, performance measurement, and operational planning.
- Trains staff in data entry procedures, reporting tools, dashboards, and best practices for data quality and workflow improvement.
- Collaborates with external vendors to troubleshoot system issues, optimize data workflows, and ensure system performance.
- Responds to ad hoc data requests and supports grant reporting, compliance monitoring, and performance tracking.
- Prepares technical documentation, analytical summaries, and presentations.
- Exercises discretion and independent judgment in data interpretation, system support, and communication of findings.
- Attends meetings, trainings, and conferences related to data analytics and reporting.
- Performs related duties as assigned.

## Classification
This position is exempt under the Fair Labor Standards Act.

## Minimum Qualifications
### Education & Experience

A Bachelor's degree in data analytics, statistics, information systems, public administration, economics, computer science, or a closely related field and:

- **Analyst:** Two (2) years of professional experience performing data analysis, reporting, and data management functions.

- **Senior Analyst:** Three (3) years of progressively responsible professional experience performing advanced data and statistical analysis, reporting, and data systems support, including responsibility for complex datasets, dashboards, or analytics platforms.

Experience in the public sector, regional government, or multi-jurisdictional environment is desirable.

### Knowledge of
Principles and practices of data analysis and statistics; database concepts, data warehousing, and analytics platforms; business intelligence and data visualization tools; qualitative and quantitative research methods; data quality assurance and governance practices; performance measurement and reporting; public-sector data reporting requirements; grant and compliance reporting support; methods for translating technical data into actionable insights; and effective written and oral communication techniques.

*Skill to*

Design, configure, and maintain databases and analytics tools; analyze and interpret complex datasets; develop dashboards, automated reports, and data visualizations; apply statistical and analytical techniques; prepare clear technical and non-technical reports; train users on data tools and best practices; manage multiple analytical projects; collaborate with vendors and stakeholders; and use analytical, database, and productivity software effectively.

*Ability to*

Work independently on complex analytical assignments; exercise sound judgment; synthesize large volumes of information; communicate complex data findings clearly to technical and non-technical audiences; support data-driven decision-making; maintain data accuracy, confidentiality, and integrity; adapt to changing priorities; and establish effective working relationships.

*Licenses and/or Certifications*

Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: January 2026