

# **SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)**

## **JOB DESCRIPTION**

### **ANALYST – Data Analysis**

<b>OPENING:</b>	FEBRUARY 27, 2026
<b>CLOSING DATE:</b>	OPEN UNTIL FILLED
<b>SALARY:</b>	\$79,880 - \$105,472
<b>WORK SCHEDULE:</b>	FULL-TIME 9/80 SCHEDULE, SOME EVENINGS REQUIRED
<b>LOCATION:</b>	HYBRID TELEWORK ENVIRONMENT OFFICE LOCATION: 357 VAN NESS WAY, #110, TORRANCE, CA

#### **ABOUT SBCCOG**

The SBCCOG is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates various programs that cover homelessness, seniors, transportation, and sustainability. More information about the SBCCOG can be found at <http://www.southbaycities.org>.

#### **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.

This journey-level classification 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.

#### **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 two (2) years of professional experience performing data analysis, reporting, and data management functions.

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.

**EMPLOYEE BENEFITS:**

- Major Federal holidays off as well as December 24 through January 1 + 8 hours Floating Holiday
- Vacation Leave: 104 hours 1st year; 112 hours 2nd year + 8 hours annually with a maximum accrual of 192 hours
- Sick Leave: 8 hours/month
- \$50,000 employer provided term life insurance coverage, while employed by SBCCOG
- \$500/month to apply towards health benefits (unused amounts are applied to 457 deferred compensation retirement plan)
- \$200/month employer contribution to deferred compensation (457 retirement plan)

**APPLICATION AND SELECTION PROCESS**

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest.

Submit to:       Janna Jaime, Administrative Assistant  
[janna@southbaycities.org](mailto:janna@southbaycities.org)

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

**EQUAL EMPLOYMENT OPPORTUNITY**

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, disability, medical condition, marital status, veteran status, or genetic information.