



Job Title: Staff Operations Data Analyst
Department: 300 – Staff Operations Group
Reports to: Central Group Leader, Staff Operations
Status: Exempt
Supervisory role: No
Last updated: 2/9/2022

Life.Church wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

Job Summary

The Staff Operations Data Analyst is primarily responsible for providing data analysis via data visualizations. This role will use SQL and other programming languages to query, summarize and analyze key metrics and develop data visualizations for Staff Operations in support of Life.Church and YouVersion staffing and people initiatives. This role will conduct analysis and data exploration that enhances the knowledge and understanding of trends impacting the operational and strategic decisions within Staff Operations. This position ensures data integrity and provides technical support & maintenance across all Staff Operations Systems: UKG Pro HRIS, UKG Pro People Analytics with IBM Cognos Analytics, Tableau, Lever ATS, SOG data warehouses within: MSSQL and BigQuery. The Staff Operations Data Analyst acts as an advocate and vital technical resources for all SOG teams during implementation processes and maintaining operational integrity in partnership with both internal departments and external service providers or vendors.

Duties and Responsibilities

- I. Staff Operations System Support and Data Analytics
 - Perform investigative analysis with SOG data residing in MSSQL, BigQuery, UKG Pro Analytics with IBM Cognos Business Intelligence
 - Perform predictive analysis
 - Identify trends in people analytics that impact operational or strategic decision making
 - Develop reports and dashboards that answer business operation questions submitted by SOG team leaders, Staff Operations Group Leader, or Life.Church Directional Leadership
 - Create compelling data visualizations
 - Proactively share knowledge with other data team members across the organization on best practices, new ideas and other data experience
 - Meet regularly with Staff Operations Group Project Leader to relay status on requests, coordinate project schedule and other operational/coordinating tasks
 - Provide technical and operational support during implementation and ongoing utilization of any SOG software or system

Knowledge, Skills and Abilities

- SQL, Python or other related programming language skills and experience
- Excellent verbal, written, and interpersonal communication skills to maintain relationships and partnerships
- Maintain a systematic and organized approach to completing assignments accurately, thoroughly, and timely
- Clearly explain complicated and detailed processes a concise and simple way
- Ability to self-motivate, take initiatives, make independent decisions, and problem-solve
- Ability to collaborate in a team environment and work independently

Education/Experience

- High School Diploma or GED
- 1-3 years of related work experience

Working Conditions and Requirements

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this job includes sitting, standing, and walking for an extended period of time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift up to 25 pounds on occasion.

At Life.Church, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent Life.Church's beliefs as a minister, during the selection process for all staff and intern positions. An essential function within every position held by a staff member or intern at Life.Church is to uphold and represent Life.Church and our beliefs in all areas of personal and professional life.

Employee Name (Printed)

Employee Signature

Date

Team Leader Signature

Date