

County of Henrico Job Classification



Data Analyst I

General Summary of Classification:

Utilizes analytical tools and techniques to extract meaningful insights from data. Prepares visualizations and reports that facilitate operations, compliance, and productivity. Works under the direction of a supervisor and with support from others. This is the first level in a career development plan (CDP); performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Prepares high-quality reports, presentations, and other materials for decision-making.
- Develops basic visualizations, including dashboards and graphs.
- Locates, queries and extracts data; may assist with primary data collection.
- Cleans and validates data.
- Determines appropriate methods to synthesize and display data.
- Conducts qualitative and quantitative analysis.
- Calculates projections and other estimates.
- May complete geospatial analysis and modeling.
- Interprets data to uncover trends and actionable insights.
- Assists with departmental data inventories and categorization.
- Describes findings orally and in writing using clear, understandable language.
- Works with collaborators to develop appropriate metrics and measurements.
- Learns core tools as directed and maintains basic proficiency.
- Adheres to documentation, compliance, and data governance expectations.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Working knowledge of research methods, statistics, business intelligence and causal inference.
- **Technical:** The ability to perform common quantitative/ statistical analyses, fluency in at least one analysis tool and related syntax, the ability to use at least one Business Intelligence tool, Familiarity with SQL, fluency with Excel and pivot tables, the ability to prepare clear and accurate data visualizations.
- **Interpersonal, Communication and Customer Service:** Good interpersonal and communication skills; the ability to communicate large and complex data succinctly and clearly; good oral communication and writing skills, and attention to accuracy.
- **Decision-making and Authority:** Makes routine decisions within established guidelines; refers unusual or complex issues to supervisor.
- **Leadership:** Non-supervisory.
- **Environment:** Typically works in an office setting; may be required to work in a wide array of locations based on assigned job duties and operational need.

- **Physical:** Physical ability sufficient to perform assigned duties in a wide array of duty-related settings, locations and conditions as needed.

Minimum Education and Experience:

- **Education:** Bachelor's or higher degree in computer science, statistics, or a related field; an unrelated bachelor's plus job-relevant training or experience may be substituted.
- **Experience:** One (1) year of data analysis and business intelligence experience.
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Microsoft Certified: Power BI Data Analyst Associate or Certified Analytics Professional (CAP) preferred.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

Job Code: G.B.F.0085

Date of Last Revision: 17-Jun-2026

This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.