

County of Henrico Job Classification



Data Analyst II

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. Utilizes a range of analytical tools including business intelligence tools. May help inform policies and standards. This is the second level in a career development plan (CDP) and is additive to Level 1.

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

- Proficiently performs all essential duties at Level 1.
- Prepares high-quality reports, presentations, and other materials for decision-making.
- Develops and customizes dashboards and reports.
- Locates, queries and extracts data; may conduct primary data collection.
- Cleans and validates data; identifies and handles outliers with guidance.
- Re-codes and transforms variables for analysis.
- Determines appropriate methods to synthesize and display data.
- Conducts qualitative and quantitative analysis to uncover trends.
- 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 categorizations.
- Under direction, may contribute to maturity assessment projects.
- Describes findings orally and in writing using clear, understandable language.
- Works with collaborators to develop appropriate metrics and measurements.
- Expands skills independently and uses updated tools to enhance deliverable quality.
- Identifies new tools and systems for suitability.
- May assist with drafting standards and policies.
- 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:** Fluency in department-specified analytical tool and related syntax, fluency in at least one Business Intelligence tool, Daily working knowledge of SQL, the ability to develop data inventories.
- **Interpersonal, Communication and Customer Service:** Effective 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:** Two (2) years 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.):

- At least one approved professional certification such as Microsoft Certified: Power BI Data Analyst Associate or Certified Analytics Professional (CAP).
- 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.0086

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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.