MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE

Position: Data Analyst
Data Analytics Unit
Office of Legislative Audits (OLA)
Located at The Warehouse at Camden Yards

Salary: $70,000 to $115,000 - based on experience and qualifications

Position Summary: This position is part of OLA's Data Analytics Unit (DAU) and is responsible for performing work to assist, execute, and develop data analytics audit techniques to enhance the effectiveness of OLA's audit work and use of technology throughout the organization.

Team Member Benefits: [For More Information Click Here](#)

Principal Duties:
- Independently design, implement, and manage SQL queries and develop custom reports for use throughout OLA's audit and investigative work.
- Assist in developing data models using tools such as SQL Server Analysis Services cubes and tabular models. This includes leveraging multiple data resources to identify areas of risk for use in continuous and ongoing monitoring.
- Process, cleanse, and validate the integrity of data to be used for analysis. This includes requesting, extracting, combining, and generating statistical/predictive analyses.
- Collect, review, analyze, and verify agency data to accomplish objectives. This includes coordinating with custodial agencies to acquire access to necessary data resources, obtaining an understanding of data systems and data relationships to business processes, developing analytical methods, and identifying appropriate tools and technologies.
- Effectively utilize data visualization and data analytics technologies (such as Excel/PowerPivot, SQL, Access, and Power BI) to communicate summarized insights for a non-technical audience.
- Identify, develop, and implement automation or analytical approaches that can be used repeatedly to streamline and enhance the ongoing use of analytics in OLA's work. This includes assisting audit teams with developing effective methods to analyze and use data in audit processes.
- Data mine information from unstructured data (such as emails, text files, and social media).
- Prepare clear and concise documentation such as analytical schedules, write-ups, and technical guidance documents.
- Assist in maintaining DAU databases including indexing, designing, and monitoring the databases to run at optimal performance.
- Effectively manage time while working on multiple projects simultaneously and complete assignments within budgeted time to meet deadlines.
- Communicate effectively with staff members, agency personnel, and others.
- Work primarily at the OLA Office and remotely from home. Work at agency sites, as needed.

Qualifications:
- Bachelor's degree, with a major in computer science, data science, information systems, or a related field preferred, from an accredited college or university
- Experience developing and using SQL queries
- Experience with programming and/or automation using VBA or Python preferred

Send resume, unofficial transcript, and letter of interest to:
Office of Legislative Audits
Email: jobs@ola.state.md.us
Indicate applying for **Data Analyst** position