



## Job Specification

<b>Job Title: OIG (Office of Inspector General) Information Analyst (Appointed)</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 07/05/2024</b>
<b>Department: Office of Inspector General</b>	<b>EEO Code: 02</b>	<b>Date Revised: N/A</b>
<b>Class Code: 01-17-12</b>	<b>Reports To: Inspector General</b>	<b>Date Approved: 07/05/2024</b>

### Job Summary

The OIG (Office of Inspector General) Information Analyst will be responsible for improving operational efficiency and effectiveness through the use of technology, maintaining/supporting technology hardware and OIG software applications, troubleshooting and providing technical assistance to OIG staff, enhancing data handling capabilities, and streamlining communication processes.

### Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Coordinate all data requests to and received from City of Detroit departments and agencies and any external agencies as needed.
- Retrieve and organize needed information for investigations and audits.
- Assist OIG in organizing data for evaluative purposes and publication if required.
- Provide technical guidance and support to OIG staff, aiding in the use of new tools and systems to automate and enhance workflows.
- Develop and maintain essential documentation and training materials for systems and operations.
- Oversee the implementation and/or maintenance of software solutions to improve efficiency and effectiveness within OIG operations.
- Provide technical guidance and support to OIG staff, aiding in the use of new tools and systems to automate and enhance workflows.
- Provide OIG Staff with assistance solving computer related problems, such as malfunctions and program problems and contacting the appropriate support as required.

### Qualifications (required):

- Bachelor's Degree in Business Administration, Computer Science, Information Technology/Systems, or a directly related field.
- Two years of work experience in information technology/systems, information technology project implementation and/or project management, or data management.

*Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.*

### Qualifications (preferred):

- Willingness to learn applicable City ordinances, policies, rules, and regulations.

**Knowledge, Skills, and Abilities**

- Knowledge of management and supervisory methods, practices, and procedures.
- Knowledge of Google Workspace applications, Google Drive for file storage, and collaborative editing.
- Knowledge of Google Workspace for Government is a plus.
- Skill in managing user access and securing settings within Google Workplace.
- Proficient skill in the use of Microsoft 365, including Excel for data analysis and visual reporting.
- Skill in the use of PowerPoint for creating impactful presentations that communicate strategic messages clearly and effectively.
- Skill in the use of Publisher or similar program for designing professional publications, marketing materials, and informational brochures.
- Ability to integrate various Google Workplace tools to streamline workflows and improve team productivity.
- Ability to integrate the necessary tools to enhance business operations and support decision-making processes.
- Ability to clearly and effectively communicate verbally and in writing.

**Licenses, Certifications, and Other Special Requirements:**

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Physical Demands**

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 20 pounds.

**Work Environment**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

**Notes:**