STATE PENSION REVIEW BOARD
AN EQUAL OPPORTUNITY EMPLOYER
STATE AGENCY JOB VACANCY NOTICE

Agency: State Pension Review Board	**Opening Date:** 03-25-2020
Listing Number: PRB2004 **Work In Texas Job ID**: 14045968	**Closing Date:** Open until filled
Salary: $55,000-$70,000	
Position Title: Data Visualization Specialist	**Salary Group /Class No:** B22/0652
Refer To: Westley Allen	**Telephone:** 512-463-1736
Number of Openings: 1	**Duration:** Full-time
Travel Required: Limited	
Agency Mailing Address: P.O. Box 13498, Austin, TX, 78711-3498	
Agency Location Address: 300 W. 15th Street, Room 406, Austin, TX	
Agency Web Address: www.prb.texas.gov	

JOB SUMMARY:

GENERAL DESCRIPTION: The Pension Review Board is seeking a creative, enthusiastic and motivated Data Visualization Specialist to join our team. The position's key responsibility is to create data visualization and interactive graphics, performing complex data analysis to produce both static and dynamic visualizations that communicate findings clearly and creatively in print and digital media. Developing and delivering data communication solutions for PRB programs for print and digital media, with a primary focus on data.prb.texas.gov. Work involves ensuring data accuracy and quality, collaborating with agency IT in support of agency data structures and formatting. Mentors internal staff and trains others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Designs, develops and maintains data visualization for public pension data center, legislative and board presentations.

- Uses data visualization tools to effectively present quantitative information in creative and visually appealing manner.

- Communicates effectively and demonstrates proficiency in data analytic software use. Builds and utilizes SQL queries.

- May assist in automating data feeds for visualizations and reports and designing engaging and compelling data visualizations and interactive graphics.

- May drive the selection of data visualization tools, the development of standards, usage guidelines, and procedures for those tools; and assist with data visualization tool system administration monitoring and upgrades.

- May train others and serves as subject matter expert on data integrity processes, data visualization tool usage, new techniques in data processing and analytics, and best practices; provides support for data visualization tool related questions, requests, and issues.

- Consults with senior staff and analysts to understand the business requirements that drive the analysis and design of visualizations.

- Reviews and edits materials and recommends revisions in scope, format, and content.

- Provides data integrity by identifying data gaps, errors, anomalies, inconsistencies, and redundancies in the content, structure, and relationships within data; cleans and prepares data, as necessary.

- Conducts multiple, simultaneous tasks and prepares ad hoc analyses and reports on short time frames.

- Commits to continuous professional development, including but not limited to, learning about public pension policy and obtaining training on programming and scripting languages, and data visualization software.

- Develops policies and procedures governing the appropriate use of data, as well as creates quality assurance protocols and reviews the work of other analysts.

- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university with major coursework in data science, business, analytics, computer science, computer information systems, management information systems, accounting, finance, mathematics, statistics, economics or a related field. Three years in data analysis, data communication to include conveying technical and business concepts and conclusions, data visualization design, or related experience. Experience can be satisfied by full-time or prorated part-time equivalent. No supervisory experience required. Related graduate level education may be substituted for experience on a year per year basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Three or more years' experience developing in data visualization tools such as Tableau, D3, or business intelligence software.

-Three or more years' experience performing queries, extracting, cleaning, and loading data from a variety of source formats

- Experience in data analytic software applications, SQL and programming languages (e.g., Javascript, Python, etc.).

-Demonstrated experience in expressing performance management, technical or business concepts and conclusions orally and in writing.

- Demonstrated success through past projects. Data visualization portfolio may be requested.

- Demonstrated ability to translate complex data into user-friendly and meaningful information, optimizing the user experience.

- Knowledge of relational databases and database design.

- Skill in data visualization development, advanced calculations, and developing interactive visualizations.

- Skill in performing queries, extracting, blending and joining disparate datasets using SQL and/or other query languages.

- Skill in working with streaming and unstructured data from multiple data sources.

- Skill in creating graphical user interfaces, mockups, prototypes, and design documents.

- Ability to identify problems, evaluate alternatives, and implement effective solutions.

- Critical thinking and problem solving.

- Ability to establish and maintain effective working relationships.

- Ability to implement and use new technology and work processes to enhance agency effectiveness.

- Proven ability to organize and manage tasks effectively and efficiently.

- Strong attention to detail, technical writing and oral communication skills required.

PREFERRED QUALIFICATIONS: Data visualization tool certification a plus. Experience using SPSS or other statistical programs is preferred. Knowledge of public pensions, finance, investing concepts a plus.

NOTES

Veterans, Reservists or National Guards with an MOS or additional duties that fall in planning, research, or statistics; or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call 512-463-1736 for more information or assistance.

Military Crosswalk information can be accessed at:
http://www.hr.sao.state.tx.us/Compensation/JobDescriptions.aspx.

HOW TO APPLY

Apply using State of Texas application form only, which can be found at
http://tsbde.texas.gov/78i8ljhbj/E-133-0519-State-of-Texas-Application-for-Employment-unlocked_AT5.pdf

Applications may be submitted through WorkinTexas.com, or by email to: wes.allen@prb.texas.gov.

ADDITIONAL INFORMATION

The PRB is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. Selected applicant may be subjected to a background check. Official transcripts or other minimum requirement validations may be requested at the time of job offer. If hired for employment, documentation that establishes identity and employment eligibility will be required. Documentation must be provided within three (3) days from date of hire. A complete list of acceptable documents is on file with the **Texas Workforce Commission.**

Notice to Applicants Who May Require Reasonable Accommodation in the Interview Process: Applicants with disabilities who may need to discuss special accommodations during the interview process should contact Human Resources at 512-463-1736. If reasonably possible, please call at least 48 hours in advance to afford the agency sufficient time to properly review and coordinate the request.