

JOB TITLE: ASSOCIATE ANALYST
REPORTS TO: MANAGER, ANALYTICS GROUP
DEPARTMENT: ANALYTICS

FLSA STATUS: EXEMPT
DIRECT REPORTS: NO
EFFECTIVE DATE: AUG. 7, 2020

POSITION SUMMARY

Associate Analysts serve as the principal data managers responsible for assessing, validating, and evaluating source files used to produce employment-related reports and analyses for the firm's clients and those of its affiliated consulting company, Employment Advisory Services, Inc. Working closely with the firm's attorneys and consultants, associate analysts produce, document, and help interpret standard and custom statistical analyses to drive effective solutions to workplace compliance, diversity and systemic discrimination challenges.

ESSENTIAL RESPONSIBILITIES

- Works collaboratively with the firm's attorneys and non-attorney professionals to critically evaluate data to assure accuracy and integrity of client projects
- Edits existing SAS programs to develop and produce customized reports derived from existing offerings
- Provides assistance with maintaining and updating statistical report design templates
- Independently drafts compliant reports and tabulations for submission to workplace regulators, including the U.S. Department of Labor (DOL) and U.S. Equal Employment Opportunity Commission (EEOC)
- Effectively communicates key findings and recommendations to internal and, on occasion, external stakeholders

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and project management skills
- Demonstrated skills in processing source data files and applying common statistical tests
- Strong numerical and analytical skills; ability to discern and prioritize patterns within complex datasets
- Ability to adapt existing outputs for customized client responses
- Strong communication skills; ability to articulate conclusions and prepare accurate and concise documentation of results
- Ability to work in a deadline-driven environment by establishing goals and prioritizing requests
- Knowledge of fair employment, affirmative action, and wage and hour requirements preferred

EDUCATION AND EXPERIENCE

- BA/BS in economics, statistics, computer/information sciences, business administration or related field
- 2-5 years of experience supporting business data operations and/or data analysis using standard database and spreadsheet applications such as Access and Excel
- Experience writing code in a statistical software program such as SAS, Stata, or R preferred
- Experience with Microsoft Access as both a report writer and data repository preferred

ATTRIBUTES

- Determined; strong work ethic
- Exercises independent judgment in identifying and resolving data-related issues
- Analytical and detail-oriented; enjoys working with data and highlighting data integrity issues
- Fast learner; independently applies knowledge to new situations
- Exhibits professional presence
- Trustworthy, with strong business integrity and ability to hold sensitive information in confidence
- Willingness to travel occasionally

To apply send cover letter and résumé to careers@ntlakis.com.