



WHAT WE DO

The mission of Texas Commission on Law Enforcement (TCOLE) is to ensure that Texas is served by law enforcement professionals. We are the regulatory body that oversees the licensing and certification of peace officers, jailers, and telecommunicators across the state. The Data team reports to the Data Officer, under the IT Operations team and works closely with the Public Information Team, Application Development Team, Cybersecurity, and Network team to produce and support TCOLE's data-driven mission.

GENERAL DESCRIPTION

The person in this role will be able to query data, ensure accuracy, and transform it into digestible visuals. If you are looking to join a growing IT team in a small State agency that has a big reach and great impact on Texas law enforcement, this is the job for you!

Work involves complex (senior-level) data analysis work involving writing complex SQL database queries and reporting results. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Works both independently and with other staff in performing work of greater complexity.

This position reports in person to the TCOLE Headquarters building at 6330 E Hwy 290, suite 200, Austin, TX 78723.

WORK PERFORMED

Collects, queries, and analyzes data using standard statistical tools, applications, methods, and techniques.

Interprets data analysis results to identify significant differences and trends in data to inform decisions.

Creates data visualizations to represent the data.

Consults with internal and external customers to identify data analytics needs.

Cleans and prunes data to discard irrelevant information.

Responds to time-sensitive ad-hoc open records requests.

Provides recommendations for the selection of data management tools and the development of standards, usage guidelines, and procedures for those tools.



Data Analyst IV

Develops data quality measures, analyzes data quality results, and implements necessary changes to ensure data quality improvement.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Four(4) years experience and/or education in a field relevant data analytics. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong SQL database query skills
- Ability to utilize data visualization tools
- Ability to find patterns in data and interpret data
- Ability to prep and clean data
- Experience with data management and data quality tools
- Strong communication skills
- Problem solving, critical thinking, and decision making skills

PREFERRED QUALIFICATIONS

- Familiarity with Power BI and/or MicroStrategy
- Familiarity with Microsoft Office 365 tools

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 60-day waiting period.

TO APPLY: Jobs may be found at: [Job Search \(taleo.net\)](#)



Data Analyst IV

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to sign in (Link: [Job Search \(taleo.net\)](https://www.taleo.net))

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions

If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.

As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.

This position requires the applicant to meet Agency standards and criteria which may include passing a pre-employment criminal background check, prior to being offered employment by the Agency.