YUROK TRIBE JOB DESCRIPTION
Data Analyst

<table>
<thead>
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<th>Job Title:</th>
<th>Data Analyst</th>
<th>Job Code</th>
<th>10</th>
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<tbody>
<tr>
<td>Department</td>
<td>Grants and Compliance</td>
<td>Location</td>
<td>Klamath</td>
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<tr>
<td>Reports To:</td>
<td>Officer</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range $29.75-35.53

POSITION SUMMARY:

This position reports to the Grants and Compliance Officer. The incumbent is responsible for grant project data collection; data in form of required financial and programmatic reporting, grant financial tracking (allowable indirect rate, match, percentage allowable administrative...etc.), grant objective surveys, evaluations, and similar data. The incumbent is responsible for researching and developing a system to best collect grant data. The incumbent will be able to provide comprehensive data reports out at management level using grant data.

DUTIES AND RESPONSIBILITIES:

1. Responsible for working with divisions in collecting usable aggregate data from grant budgets/contracts/reports as well as grant objective surveys and evaluation type data
2. Responsible working with the Grants and Compliance Officer, the Information Technology department and fiscal in developing a data collection system and process, Responsible for monitoring grantor program performance and compliance of required program reporting, and In coordination with the Grants and Compliance Officer reporting out requested reports based on collected aggregate grant data
3. Attends meetings pertaining to contracts/grants/budgets and keeps abreast of contract/grant regulations.
4. Has the ability to perform fiscal reports and accounting functions as requested by funding agencies.
5. Assists with the development of grant proposals in support of future projects.
6. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must have a bachelor degree and three years of experience in managing programs or projects.
2. Possess strong technical and communication skills with the ability to coordinate with external agencies and organizations on regulatory compliance and budget requirements.
3. Proficiency to operate computer spreadsheets, word processing systems, and budget tools.
4. Excellent leadership and management skills, including demonstrated ability to select, train, develop, mentor, and motivate staff.
5. Must possess initiative, strong time management and organizational skills, including the ability to work independently, assess priorities and manage a variety of activities with attention to detail.
CONDITIONS OF EMPLOYMENT

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a comprehensive background check.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
5. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
7. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

________________________________________________________________________  ______________
Employee Signature          Date    Employee #

____________________________________________________________________________  ______________
Supervisor Signature        Date