AUBURN
Human Resources

Lab Data Analyst, RFID

Job Description

JOB INFORMATION

Job Code	CA66
Job Description Title	Lab Data Analyst, RFID
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Organizational use restricted to the following divisions	123 College of Business
Approved Date:	7/8/2024 9:46:13 AM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Data Analytics

JOB SUMMARY

The Data Analyst, EPC/RFID Lab manages data analysis and reporting requests for key internal and external projects by working closely with student teams. Oversees all aspects of data management and analytics to support programmatic and research operations for Radio Frequency Identification (RFID) within its unit and to external partners including: technical design, implementation, maintenance, system administration, and support model for data solutions.

RESPONSIBILITIES

- Develops, compiles, and maintains large data sets of RFID, Electronic Product Code (EPC), and Universal Product Code (UPC) data; collects and analyzes data to provide reports to enhance the mission and goals of the lab. Monitors and assures quality of data and determines how to translate into usable, actionable information for the formation and execution of strategies and measures of success.
- Collaborates with key stakeholders to identify areas for improvement, assess current practices, and develop customized solutions that align with the unit's unique needs and goals. Provides ongoing consultation and support to ensure that the recommended improvements are successfully implemented and yield measurable results.
- Designs standard and customized reports, dashboards and templates that provide an overview of operational, business, and financial data for stakeholders and RFID Lab leadership. Assists in the creation of operational metrics and key performance indicators, using such standards to assist stakeholders in managing business operations to achieve best practices including process improvement, cost savings, revenue generation, spend patterns, and increased efficiencies.
- Develops and communicates with stakeholders, suppliers, business partners, professional organizations, and others in support of program initiatives. Provides support and feedback on business reports to ensure that data is used effectively. Disseminates program outcomes and findings through journal publications, news articles, and conference presentations.
- Establishes policies and procedures for the data governance, data security and integrity, and data definitions for the unit.
- Manages and coordinates data management efforts across the RFID Lab to ensure accurate and consistent reporting including training materials for students and student team management.
- May travel for recruiting, events, and research as necessary.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Mathematics, Business, Statistics, Information Systems or related field.	and	2 years of	Experience in designing, analyzing, and reporting data. Experience in Supply Chain and Retail systems and technology. Experience leading students.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced Knowledge of Radio Frequency systems and computer networks.	
Proficient in gathering client requirements, documentation and solution development.	
Knowledge of RFID Data Analytics and Compliance Metrics.	
Knowledge of Walmart Inventory systems and multi-sensor data (custom Quickbase system).	
Knowledge of the management and development of web-based supplier registration and compliance systems.	
Knowledge of Big Data.	
Proficient with EPC to UPC data transformation, and EPC saturation reporting systems	
Excellent communication, written, and interpersonal skills	
Proficient in Tableau, PowerBI, SQL, Python, & Power Automate to create client dashboards.	
Technically capable with the ability to quickly become familiar with hardware, software, processes, and new technologies.	
Basic Knowledge of RF systems and computer networks.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.

Travel Requirements:

In-State; Domestic