



Job Posting #:	05FB10172025	Posting Type:	External
Job Title:	Data Analyst	Grade/Classification:	Grade 107/Exempt
Department:	Enterprise Systems & Solutions	Location:	Fredericksburg, VA

Job Description

OVERVIEW

The Data Analyst is responsible for integrating data from multiple data sets, analyzing and interpreting complex data sets, and making findings relevant and actionable for both internal and external stakeholders. The role involves supporting business units with data requests, research, statistical analysis, and creating business intelligence dashboard solutions to improve performance and trends.

ROLE AND RESPONSIBILITIES

- Data Integration and Analysis:
 - Integrate data from multiple data sets, analyze and interpret complex data sets.
 - Use statistical, analytical, and quantitative methods to support business process improvements and enhance internal operational efficiencies.
 - Create business intelligence dashboards, reports, and other data visualization and presentation tools.
 - Design, code, and test and document technical analytical solutions.
- Database Management:
 - Design, implement, and manage relational databases.
 - Evaluate different options for storing, manipulating, and analyzing data.
- Project Management:
 - Collect detailed project requirements from business subject matter experts for successful execution of analytic solutions.
 - Create and present clear oral and written reports on findings in various formats as needed.
 - Train business subject matter experts in the use of data visualization tools.
- Data Quality and Reporting:
 - Monitor and report on trends in Key Performance Indicators (KPIs).
 - Verify data quality to ensure accurate analysis and reporting.
- Market Research and Member Insights as assigned:
 - Determine market research objectives and prescribe appropriate research methods.
 - Plan market research activities, develop and deploy survey questionnaires, gather information, code answers, research, analyze and interpret data, prepare reports, and make recommendations.
 - Deploy, analyze, and present findings on member insights, including member satisfaction surveys.
 - Evaluate products and services through focus groups, pilot projects, special studies, and other appropriate methods.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in developing and deploying web portals, web-based forms, or smartphone applications for data collection as needed.
- Evaluate different options for storing, manipulating, analyzing, and presenting data to determine the most effective methods.
- Stay current with industry trends and best practices to continuously improve data analysis processes and technologies.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

A bachelor's degree or equivalent experience in a rigorous quantitative or technical discipline such as Computer Science, Information Systems/Technology, Engineering, Mathematics, or Data Analytics is required. Additional training or certifications in data analytics, business intelligence, data engineering, or electric utility fundamentals are highly desirable. Candidates should have at least five years of progressive experience supporting, designing, and developing complex business solutions and products, with electric utility experience preferred.

Certifications are also a key qualification for this role. Desired certifications include AZ-900 (Microsoft Azure Fundamentals), PL-300 (Microsoft Power BI Data Analyst), and SNOWPRO CORE (Snowflake). Preferred certifications include SNOWPRO CORE – Snowflake Advanced Data Analyst and dbtCLOUD Fundamentals.

The ideal candidate should demonstrate strong interpersonal skills with the ability to collaborate effectively with team members on professional matters, providing input on the design and execution of data engineering solutions. They should work closely with subject-matter experts to develop use cases and analytics projects that add value, ensuring a clear understanding of context and requirements. Building and maintaining collaborative relationships with stakeholders across the cooperative and within the broader electric utility industry is essential.

Technologically, the candidate must be proficient in Power BI and possess foundational knowledge of programming and scripting languages, specifically SQL and Python. A basic understanding of Snowflake and Azure platforms is required, along with proficiency in descriptive statistics and data analysis using Excel. Familiarity with SurveyMonkey is also expected for assigned tasks.

From an organizational standpoint, the candidate should be capable of contributing to analytical projects and developing Power BI dashboards as a subject matter expert for both internal and external stakeholders. They must effectively manage tasks within defined scopes, budgets, and timelines, while ensuring that all work is thoroughly documented to facilitate future troubleshooting or updates. In terms of leadership, the candidate should be able to identify and promote best practices for data analysis, recommending improvements in alignment with REC and RE Comm's objectives. Additionally, they will be responsible for training business subject-matter experts in data access tools and maintaining data integrity and hygiene.

This position is fully remote, though limited in-person activities may occasionally be required. Candidates must have reliable broadband internet service—such as Fios or Cox—with minimum speeds of at least 20 Mbps to support remote work effectively. The role involves periodic travel within REC's operational territory and occasional overnight travel for seminars, meetings, or training sessions. The candidate is expected to maintain professional knowledge by attending at least two learning events annually.

HOW TO APPLY

Applicants: Use our <https://brillit.co/careers> to apply for the opportunity. Please indicate the Job Posting ID **#05FB10172025**

Deadline: Open Until Filled

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.