

ULSTER COUNTY RESOURCE RECOVERY AGENCY

RESOLUTION NO. 2587

RE: Authorization for Revision of Data Analyst Job Description

WHEREAS, the Ulster County Resource Recovery Agency (the "Agency") is engaged in Solid Waste Management and Recycling in Ulster County, and

WHEREAS, the Ulster County Resource Recovery Agency (the "Agency") under Resolution No: 1263 passed on August 23, 2000 provided that the Executive Director of the Agency is authorized to recommend to the Board and the Board is authorized to approve the job descriptions for administrative staff positions (positions not represented by a collective bargaining unit, and not including the Executive Director or Agency Counsel), and

WHEREAS, the Executive Director has recommended to the Board for review and approval of the revision of the job description for the Ulster County Resource Recovery Agency Data Analyst, and

WHEREAS, the Agency's Executive Director believes it to be in the Agency's best interest to revise such job description, and

NOW, THEREFORE, BE IT

RESOLVED, that the Ulster County Resource Recovery Agency does hereby authorize and approve the revised job description for Data Analyst as outlined on Exhibit "A" attached hereto, and be it,

FURTHER RESOLVED, that the Executive Director and Agency Staff are hereby authorized to take all steps necessary to the revision of the job description for the Data Analyst as outlined in the attached hereto as Exhibit "A"; and be it,

FURTHER RESOLVED, that this Resolution shall take effect immediately.

Moved by: _____ Seconded by: _____

Vote: Ayes _____ Nays _____ Absent _____

Date: February 23, 2023

Financial Impact: \$0

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
KINGSTON, NY**

Job Title: Data Analyst	Work Location: Main Office
Classification: Administration	Hours Per Week: 37.5 Hour workweek
Grade: \$40,000-\$50,000/year	

Distinguishing Features of the Position:

This position involves important and varied data entry, report preparation, and analysis responsibilities. Knowledge of personal computers, Microsoft Office, file management, and good office procedures is essential. The ability to exercise independent judgment and make decisions is needed. The ability to analyze reports and present them to the appropriate manager or administrator is required. Responsibilities occasionally deal with confidential information and the incumbent must use discretion. Work is performed under the general direction of the Director of Finance and Administration with considerable leeway allowed to independently carry out work assignments. No staff supervisory responsibilities are associated with this position. Evening work may be required.

Position Responsibilities: (The incumbent in this position may perform some or all of the following as well as other related activities not described.)

DATA ENTRY ANALYST

- Prepares daily tonnage reports by Transfer Station, hauler, and disposal site;
- Analyzes the daily report and compares it to Transfer Station permit requirements;
- Presents daily report and analysis to transfer station personnel on a timely basis;
- Assists in the reconciliation of daily work from transfer stations via preparation or review, including reconciling checks.
- Works with the Chief Accounting Clerk in any additional processes involving PC Scale and DEC reporting;
- Reviews all edits and voids in the PC Scale program;

- Maintains and reconciles Agency and Disposal Site weight tickets;
- Maintains and reconciles fuel prices, agency fuel accounts, and hauler fuel accounts, as well as hauler fuel replenishment program data;
- Assists Director of Finance and Administration in reconciling payables related to waste export;
- Maintains fuel cards for the fuel system and any related functions therein;
- Maintains compost inventory as well as compost bag sales reconciliation;
- Maintains and keeps updated the sludge waste transporter permit binder;
- Maintains/Reconciles additional reports as needed/when developed;
- Assists the Operations Manager and/or other staff in designing and formatting specialized tracking forms as needed;
- Completes annual NYS DEC reports for each transfer station;
- Collates and records driver's daily inspection logs and provides appropriate report to Operations Manager and Lead Mechanic.

CLERICAL ASSISTANCE

- Acts as a receptionist in greeting the public;
- Answers telephone calls and transfers calls to the appropriate person(s);
- Post mail;
- Responsible for the opening and distributing mail, and maintaining checks received logs;
- Performs photocopying, scanning, and maintaining various office files as well as other routine clerical tasks;
- Fills in as note taker (meeting minutes) at Board meetings as needed;
- Assists Office Manager in daily tasks or projects;
- Does related work as required.

RECORDS MANAGEMENT

- Assists Office Manager with maintaining State Education Department controls on records retention and disposition; maintains file security and confidentiality;
- Responsible for scanning pertinent documentation; Accounts Payable, Flow Control permits, and other documents.

Special Assignments

- From time to time, help with projects that require special attention.

Full Performance, Knowledge, Skills and Abilities and Personal Characteristics

Working knowledge of office procedures; ability to understand and effectively carry out oral and written directions; ability to organize, file, and maintain neat records and office documents; knowledge of Business, English, and Math; ability to maintain confidentiality, is patient and resourceful, ability to relate to people, physical condition commensurate with the demand of this position. Works primarily indoors in an office setting however, on occasion regular duties also include working outdoors in weather that may be inclement or extreme and in indoor settings where temperatures, lighting, noise levels, and air quality may vary. The incumbent will need to be able to sit and/or stand for sustained periods and be able to lift 20 pounds.

Minimum Requirements

- High School Diploma required
- Minimum of two years of employment in an office setting and/or a customer service setting.
- Knowledge of Microsoft Office
- Must have a valid driver's license

Although not required, successful completion of secretarial or business school or graduation from a 2-year community college is seen as a strong benefit.

Adopted: 8/23/2000
Resolution: 1263
Revised: November 17, 2010