NHRS
New Hampshire Retirement System

NEW HAMPSHIRE RETIREMENT SYSTEM

CAREER OPPORTUNITY

DATA ANALYST

Interested and qualified applicants please submit resumes to the NHRS Human Resources team via email at careers@nhrs.org

Position Title: IT Data Analyst

Functional Area: Information Technology **Date Established:** 3/2025

Title of Supervisor: Sr Business Analyst **Date of Last Amendment:** 11/2026

NHRS Position Band/Min. Step: K **Collective Bargaining Unit Status:** In Unit

Hiring range: $80,000-$94,653 (within total range of $69,342-$104,364)

FLSA Status: Non-Exempt

Supervises: None

SCOPE OF WORK:

The IT Data Analyst will be responsible for collecting, analyzing, and interpreting data to support business decision-making. The role involves identifying trends, creating reports, and ensuring data integrity to improve operational efficiency and strategic planning.

ACCOUNTABILITIES:

- Design, develop, and maintain SQL queries and reports to provide data insights and support business needs. This includes extracting, transforming, and loading data (ETL) as necessary, and ensuring data accuracy and integrity.
- Create dashboards and reports using tools like Power BI, Tableau, or Excel to communicate key findings.
- Responsible for managing and resolving user access issues, password resets, and other account-related problems.
- Provide advanced support to internal stakeholders through managing complex user permissions, investigating escalated access issues, thoroughly investigating escalated access issues, and delivering detailed reviews and offering additional expert support for resolved tickets.
- Proactively monitor the performance and health of multiple systems using various monitoring tools. Identify and escalate potential issues and contribute to preventative

maintenance to minimize downtime. This may include monitoring server performance, network traffic, application availability, and security logs.

- Maintain accurate and up-to-date documentation of systems, processes, and troubleshooting steps.
- Partner with IT, business stakeholders, and external vendors to define data requirements, resolve data-related challenges, and drive continuous improvement of data processes and analytics solutions
- Extract, transform, and load (ETL) data for analysis, ensuring data integrity and consistency.
- Other appropriate and related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in computer science, Information Technology, or a related field. experience

Experience: Five years' experience in the information technology field, to include experience with SQL, and user account management and troubleshooting,

License/Certification: Valid driver's license preferred

SPECIAL REQUIREMENTS

- Proven experience with SQL (writing queries, stored procedures, and performance tuning).
- Create dashboards and reports using tools like Power BI, Tableau, or Excel to communicate key findings.
- Strong proficiency in Excel (Pivot Tables, VLOOKUP, Macros, etc.).

RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:

- Strong analytical and problem-solving skills.
- Ability to translate complex data into clear business insights.
- Experience with Python, R, or other data analysis tools (preferred but not required).
- Strong communication skills and the ability to work with cross-functional teams.
- Knowledge of data governance and compliance best practices.
- Knowledge of data security best practices.

PHYSICAL REQUIREMENTS:

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information (Constantly)

- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

WORK ENVIRONMENT/CONDITIONS:

- Dayshift hours primarily, although overtime may be required to meet project deadlines.
- Physically able to participate in training sessions, presentations, and meetings.
- Work related assignments on weekends are possible.