

Arlandria County

Department of Administration

Position Description

Job Title: Performance and Process Improvement Analyst

Department: Department of Administration

Location: Arlandria County, WI

Reports To: County Administrator

FLSA Status: Exempt

Salary Range: \$75,000 - \$100,000

Position Overview

The County Performance and Process Improvement Analyst supports operational excellence by aligning departmental goals with strategic objectives, tracking performance metrics, and recommending data-driven operational improvements. This role works collaboratively with the County Administrator and department heads to implement effective performance management systems, drive process improvements, and ensure data-informed decision-making across county functions.

Key Responsibilities

- Collaborate with the County Administrator and department leaders to define, implement, and monitor strategic goals and performance metrics.
- Maintain and improve interactive dashboards and performance tracking tools to support data-driven decision-making.
- Analyze data to identify trends, evaluate program effectiveness, and support operational strategies.
- Facilitate planning sessions and cross-departmental meetings to ensure alignment on priorities and performance goals.
- Lead and support process improvement initiatives to enhance operational efficiency and effectiveness.
- Assist with developing and standardizing project proposals and grant applications, ensuring alignment with county goals.
- Prepare and present reports to the County Administrator with insights and recommendations for improvement.
- Review and update county policies based on data analysis and industry best practices.

- Promote a culture of continuous improvement and accountability across departments.

Required Skills, Abilities, and Competencies

- **Data Analytics Expertise:** Proficient in data analysis tools (Excel, Tableau, Power BI) for generating actionable insights.
- **Process Improvement:** Knowledge of process optimization frameworks (Lean, Six Sigma) and ability to identify and implement efficiencies.
- **Strategic Thinking:** Ability to connect departmental operations to broader county goals.
- **Project Management:** Skilled in managing multiple projects, meeting deadlines, and delivering measurable outcomes.
- **Collaboration and Influence:** Effective in fostering cross-departmental collaboration and securing buy-in for initiatives.
- **Communication:** Strong verbal and written communication skills to clearly present data and recommendations.
- **Adaptability:** Ability to adjust to changing priorities and innovate solutions to emerging challenges.
- **Ethical Conduct:** Commitment to integrity, transparency, and ethical decision-making in public service.

Qualifications

- Bachelor's degree in Public Administration, Business Administration, Data Analytics, or a related field (Master's degree preferred).
- 3-5 years of relevant experience in data analysis, performance management, or process improvement, preferably in the public sector.
- Proficiency with data visualization and reporting tools (Excel, Tableau, Power BI).
- Familiarity with project management methodologies and tools.
- Grant writing or proposal development experience is a plus.

Work Environment

- Primarily office-based with occasional travel to county departments and meetings.
- Standard office equipment and technology are used regularly.

Physical Demands

- Prolonged periods working at a computer.
- Occasional standing, walking, and lifting items up to 20 pounds.
- Ability to travel within the county as required.

Work Schedule

- Full-time, exempt position.
- Standard hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Occasional evening or weekend work may be necessary.

Additional Information

This job description outlines the general nature and level of work expected for this position. It is not an exhaustive list of all required duties, responsibilities, or qualifications. The employee may be required to perform other related duties as assigned.

Arlandria County is an Equal Opportunity Employer.