Elections Ontario

Data Analyst

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills & Eglinton)
Salary Band:	$63,718 to $88,178 per year
Hours of Work:	36.25 per week
Posting Date:	January 17, 2025
Closing Date:	January 23, 2025

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Register Division of Elections Ontario is seeking a results-oriented and motivated Data Analyst to develop, maintain, and prepare data and products for the Provincial Register of Electors, implement projects related to register applications, and support the delivery of provincial elections.

What to expect in this role

Reporting to the Manager, Information Management, you will:

- Work within a team of data specialists to develop and integrate data assets for the operation of the provincial register of electors, including the intake and processing of data from external suppliers, the generation of products and extracts for stakeholders, data maintenance within databases of electors, addresses, and properties, a repository of geographical spatial assets, multi-channel registration, product ordering, distribution, and tracking.

- Contribute to the implementation of an information quality framework governing the register of electors and associated products and services for provincial and municipal elections.

- Perform quality control checks on register data, validate and correct data on an on-going basis, while ensuring data integrity, confidentiality, and security.

- Work with the Senior Analysts to implement, execute, and refine data matching and data processing rules, scripts and programs for bulk loads, elector registration, and other maintenance activities.

- Identify, analyze, recommend, and process data and related information from external sources that include the federal register of electors, provincial ministries and agencies, commercial organizations, and open data sources.

- Prepare, distribute, and track statutory register and election related products in print and electronic form.

- Contribute to the development and maintenance of operational policies, procedures, and standards relating to data collection, transformation, analysis, reporting, and extraction for product and service fulfilment.

- Work closely with IT staff on requirements gathering for IT projects that impact the register and its products, applications, and services, and participate in all aspects of user acceptance testing.

- Coordinate with IT staff on all aspects of deployment, maintenance, and operations of database infrastructure, systems, tools, processes, schedules, and automation.

What you need to qualify

- Bachelor's degree/diploma in Computer/Data Science, Applied Math, Geography/GIS, or related field discipline.

- 5+ years professional experience programming with SQL in a SQL Server environment. Good understanding of database concepts, data modelling, data matching, and data analysis.

- Experience with ETL, stored procedures, and reporting tools (i.e., T-SQL, SSIS, SSRS).

- Knowledge of GIS tools (i.e., ESRI ArcGIS, FME) is considered an asset.

- Ability to find solutions to data and analytical problems, identify exceptions, patterns, and approaches to data quality issues. Attention to detail, high aptitude for problem solving with a natural interest in understanding and explaining data and information quality.

- Good understanding of privacy legislation related to the protection of personal information and security requirements to safeguard confidential and personal information.

- Strong interpersonal and communication skills to prepare and disseminate reports and related documentation, collaborate with staff from other divisions, provide advice and information to internal and external stakeholders.

- Good understanding of the software development life cycle, including business requirements gathering, analysis, solution design, configuration, development support, testing, and user support. Experience with Jira is considered an asset.

- Passion for learning and knowledge sharing in order to work effectively within a cohesive team of data specialists.
- Must be legally entitled to work in Canada.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as a single PDF attachment, quoting File **#EO-2025-05** and including your name in the subject line, to hr@elections.on.ca no later than **January 23, 2025.**

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.