



Analysts collect, synthesize, and examine data from multiple sources in order to come to logical conclusions and make recommendations. The data may be from a wide variety of sources; what Analysts do with the data defines this job function more than the context or content of the data itself. They are good at seeking out information, and they display a high level of detail orientation. Analysts document key results from the information gathered, report them to management, and use them to make decisions.

Example Positions

Financial Analyst, Research Analyst, Marketing Analyst, Accountant, Managerial Accountant, Underwriting Analyst, Underwriter, Actuary, Statistician, Data Scientist

Competencies

Deliberative Decision Making – Analysts gather, consider, and evaluate all relevant information to make logical conclusions before being moved to action. They are able to put aside personal biases and take an objective approach to making decisions based on data or other pertinent facts.

Analytical Thinking – They have the capability and the inclination to identify and synthesize information from diverse sources by looking for patterns in data, making connections between seemingly unrelated events, and understanding how different parts of a system are interdependent.

Learning Agility – They are able to discern patterns in data, recognize relationships between concepts, and rapidly apply learning from one context to solve analogous problems in different contexts.

Scientific Acumen – They consistently and appropriately implement best practices in scientific inquiry and empirical reasoning to identify trends in data. They conduct all research, analyses, and interpretations in accordance with the guidelines set forth by the appropriate scientific community.

Information Seeking – They have an underlying curiosity and desire to know more about things, people, or issues. They go beyond routine questions and dig for exact information to resolve discrepancies.

Quality Focus – They are able to manage the efficiency, accuracy, completeness, and integrity of the work that they produce. They also recommend improvements in procedures to continually improve the quality of work produced.

Time Management – They are able to manage multiple responsibilities by being organized and keeping on top of important time-sensitive tasks.

Representative Behaviors

- Considers all pertinent information before making a decision
- Analyzes the root causes of problems and identifies solutions
- Learns quickly when faced with new challenges and situations
- Reaches decisions and conclusions based on trends in data
- Uncovers relevant information to make accurate judgments and sound decisions
- Reviews all work to ensure completeness and accuracy
- Plans own time and schedules activities to ensure achievement of goals



Analyst Job Model

Leading	Active Communication	Interpersonal Dynamics	Making Decisions	Solving Problems	Managing Processes	Self-Management
Leadership Maturity	Influence and Persuasion	Interpersonal Sensitivity	Deliberative Decision Making	Creativity and Innovation	Quality Focus	Composure and Resiliency
Leadership Communication	Conflict Management	Helpfulness	Decisiveness	Analytical Thinking	Compliance	Generating and Expressing Enthusiasm
Driving Results	Negotiating	Service Focus	Strategic Thinking	Learning Agility	Response Orientation	Strength of Conviction
Leading Change	Active Listening	Relationship Building	Organizational Citizenship	Scientific Acumen	Safety Focus	Achievement Motivation and Perseverance
Managing Innovation	Communicating	Collaboration and Teamwork	Information Seeking	Business Acumen	Process Management	Self-Awareness
Managing Quality	Instructing	Organizational Savvy			Time Management	Adaptability
Team Building		Global Mindset			Planning and Priority Setting	Initiating Action
Coaching and Developing Others					Organizing and Documenting Information	Accountability
Delegating					Applying Standard Practices	Professionalism
Fact-Based Management						Continuous Learning
Strategic Talent Management						Extended Task Focus
Directing						Comfort with Ambiguity