

Senior Data Analyst

- Position Status:** Temporary Assignment to September 30, 2025
- Posting Status:** Open
- Location:** 26 Prince Andrew Place, Toronto, ON M3C 2H4
(Don Mills and Eglinton)
- Salary Range:** \$71,563 - \$100,052 per year
- Hours of Work:** 36.25 per week
- Posting Date:** October 3, 2024
- Closing Date:** October 9, 2024, at 4:00 p.m.
- Note:** This position requires in-office presence 5 days per week.

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, well-organized, and motivated Senior Data Analyst to develop, maintain, and prepare data and products for the Provincial Register of Electors, implement projects related to register applications, and operate various register processes and services.

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 register 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 through the development and use of data analysis.
- Perform quality control checks on register data, validate and correct data on an on-going basis, while ensuring data integrity, confidentiality, and security.

Elections Ontario

- Work with Senior Analysts to implement, execute, and refine data matching and data processing rules, scripts and programs for bulk loads, elector registration, and other regular register maintenance activities.
- Identify, recommend, analyze, and process data and related information from external sources that includes the federal register of electors, provincial ministries and agencies, commercial organizations, and open data.
- 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.
- Use a computer workstation, GIS and database software, and other related technologies to maintain register data regarding electors, addresses, electoral districts and polls, municipal wards and subdivisions, parcels, places, streets, postal codes in Ontario.
- Define, generate, distribute, and track event and non-event register products in print and electronic form.
- Participate in the administration of provincial general elections, by-elections, and referenda.
- Respond to general and technical telephone inquiries from register stakeholders.

What you need to qualify

- Post-Secondary degree/diploma in, Computer/Data Science, Applied Science, Geography/GIS, or related field discipline.
- 6+ years professional experience programming with SQL in a SQL Server environment. Good understanding of database concepts, data modelling and data processing.
- GIS knowledge, including tools and applications (i.e. ESRI ArcGIS, FME).
- Ability to find solutions to data and analytical problems, to identify exceptions, patterns, and approaches to data quality and data integrity 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.
- 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 considered an asset.
- Strong interpersonal and communication skills to prepare and present reports and related documentation, collaborate with staff from other divisions, provide advice and information to internal and external stakeholders.



- Writing and documentation skills with attention to detail and accuracy.
- Passion for learning and knowledge sharing in order to work effectively within a cohesive team of Information, GIS, and Data Analysts.
- Must be legally entitled to work in Canada.
- The successful candidate will be required to work in-office.

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 together as one attachment, quoting File #EO-2024-116 in the subject line, to hr@elections.on.ca no later than **October 9, 2024**, at 4:00 p.m.

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.