Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

"AN EQUAL OPPORTUNITY EMPLOYER"

POSTING DATE: 11/20/2026 **CLOSING DATE: 11/29/2026**

JOB TITLE Data Analytics Analyst,
PGCB Executive Office

LOCATION: Commonwealth Tower 5th Floor
Strawberry Square
Harrisburg, PA 17106

TYPE OF SERVICE: Non-Civil Service

WORK HOURS: 8:30 – 5:00
(Part Time Telework Available
Within the Commonwealth of PA Only)

PGCB PAY SCALE GROUP: GM03
Starting Salary $63,088
Non-Negotiable, Pay Rules Apply to Existing Commonwealth Employees)

Definition:

This is professional analytical work preparing and presenting Pennsylvania Gaming Control Board (PGCB or Board) business operations data to provide meaningful information to stakeholders and the public and to support high-level decision makers in identifying trends and implementing operational improvements.

An employee in this job uses coding or programming, statistical methods, and visualization tools to manage, prepare, analyze, maintain, and report data. Work involves cleansing and validating industry or PGCB data; analyzing and correcting data quality issues; and developing statistical, narrative, or graphical reports and reporting methods. Work involves supporting the development and generation of automated reports for ad-hoc business analysis. Work involves manual data compilation, processing and report generation as assigned or required. Work may also involve analyzing, evaluating, and developing recommendations on the efficiency or effectiveness of business operations, processes, and systems. Work may also include contact with end users and providing information on the use of PGCB applications. Work may include assisting in development and maintenance of PGCB data analytics solutions and assisting in the research, development or maintenance of data modeling tools. Work is assigned and reviewed by the Director of Data Analytics for adherence to statistical and analytical principles and standards.

EXAMPLES OF WORK: (NOTE: The examples of work are representative of the work, but every position classification to this job may not perform all examples of work listed. Conversely, this is not an all-inclusive list of work examples.)

Gathers data from primary and secondary sources.

Cleanses and prepares data for use by identifying and correcting quality issues.

Assists in or coordinates integration of new and historical datasets in varying formats.

Identifies issues in data compatibility; conducts research and recommends potential solutions.

Performs data analysis and evaluation.

Analyzes data coding methods and structures and provides recommendations for maintaining quality.

Assists in developing logic and coding to clean, merge, and prepare structured and unstructured data from disparate sources to ensure data consistency and integrity.

Researches and provides recommendations on standard principles and practices for data storage, consumption, organization, and definition.

Prepares reports that may involve manually extracting and inputting information across multiple sources.

Provides business requirements to information technology staff involved in storing, tuning, publishing or deploying data warehouse or database upgrades and transformations.

Translates business requirements into analytic project specifications, including dataset acquisition, data preparation, or quantitative methodologies.

Builds reports, charts, graphs, and dashboards for leadership and stakeholders.

Coordinates with information technology staff to standardize and organize data environment.

Assists in the collection and identification of data analytics business requirements.

Manages data quality by developing logic and code to clean, merge, and prepare structured and unstructured data.

Coordinates with information technology staff, management and Directors to ensure that reporting and analytic applications satisfy PGCB business requirements.

Assists the Data Analytics Director in coordinating with information technology staff to establish data governance.

Assists the Data Analytics Director to work with management and cross-functional teams to identify business needs and process improvements.

Assists in defining and documenting data standards and governance policies to ensure consistency and integrity across the organization.

Collaborates with PGCB data owners to develop and maintain standardized methods for gathering, analyzing and organizing data.

Participates in designing, building, and maintaining a centralized data repository that defines organizational data elements, structures, and business rules.

Prepares documentation including computational logic, data formats, and methodologies used for creation, validation, analysis, or visualization of reports.

Uses statistical techniques to identify trends, patterns, and correlations in datasets. Prepares performance, production, revenue and other reports including ad hoc reporting methods and visualizations.

Collects, organizes, analyzes, and presents data for planning, developing, and monitoring of PGCB programs or business operations.

Works with management and cross-functional teams to identify business needs and process improvements.

Identifies and recommends methods to improve data collection, analysis, reporting, and dissemination.

Assists in providing technical and analytical support to end users of analytic applications and solutions.

Maintains and enhances data processes and models to track key performance measures.

Participates in the development and implementation of training plans for users of analytical applications.

Prepares documentation and methodologies used for creation, validation, analysis, or visualization of data.

Assists in the development, maintenance or enhancement of automated tools, visual dashboards, reports, data extracts or workflows that enhance productivity and business value.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of information technology concepts related to data management and quality assurance.

Knowledge of the principles and practices utilized in the collection, editing, analysis, summarization, and presentation of quantified data and statistics.

Knowledge of the application of computerized data processing to perform the collection, organization, classification, processing, and presentation of quantified data.

Knowledge of statistical software programs and their application.

Knowledge of the use and functionality of standard computer software including spreadsheet and database programs.

Knowledge of coding practices for the classification of data. Knowledge of the use and functionality of Microsoft Office Suite software.

Knowledge of methods used in gathering, storing, and transmitting data.

Knowledge of statistical concepts, methods, and components for the gathering, analysis, validation, and presentation of data.
Knowledge of data visualization tools and their application.

Ability to effectively present findings and conclusions in tabular, graphic, and narrative form.

Ability to present the results of analysis and evaluation effectively in oral and written form.

ESSENTIAL JOB FUNCTIONS:

Operate office equipment including Microsoft Office Suite and other technology as required.

Interpret, analyze, and synthesize written and numerical information.

Read, speak, write and communicate in English.

Present information clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

The duties for this position will be mostly performed in a typical office environment. However, occasional travel may be required.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree from an accredited higher education institution that includes 30 credits in data analytics in statistics, applied mathematics, Computer Science or Information Technology, data science, economics, actuarial science, business, finance, geographic Business Intelligence/information systems (GIS), biostatistics, or a related STEM field (science, technology, engineering, and mathematics), which included one year of demonstrated experience in programming languages and database querying using SQL, and one year of demonstrated experience in data analysis, organization, calculation, or visualization using Excel at an advanced level;

OR

An associate's degree from an accredited higher education institution that includes 15 credits in data analytics in statistics, applied mathematics, computer science, data science, economics, actuarial science, business, finance, geographic information systems (GIS), biostatistics, or a related STEM field (science, technology, engineering, and mathematics); and two (2) years' experience in data analytics (such as gathering, cleansing, coding, merging, ensuring consistency and integrity, and developing visualization tools), which includes one year of demonstrated experience in programming languages and database querying using SQL, and one year of demonstrated experience in data analysis, organization, calculation, or visualization using Excel at an advanced level;

OR

An equivalent combination of experience and training which includes one year of demonstrated experience in programming languages and database querying using SQL, and one year of demonstrated experience in data analysis, organization, calculation, or visualization using Excel at an advanced level. PREFERRED QUALIFICATIONS: Experience with programming languages such as SQL and/or Python. Knowledge of data visualization tools such as Power BI.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at pgcbjobapplicant@pa.gov by the closing date of this posting. A copy of this application is available on the PGCB website at http://gamingcontrolboard.pa.gov/?p=30 Selected applicants will then be contacted and an interview will be arranged.

NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, including drug screening and the subsequent review and approval by the Board.

A brief description of the duties is included under the **JOB DUTIES** section listed above. **Also included are the position's essential job functions as required by the Americans With Disabilities Act (ADA).**

IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.

CONTACT PERSON:
Joseph Bott
PGCB Human Resource Office
ADDRESS: 303 Walnut Street
Harrisburg, PA 17101
TELEPHONE: (717) 346-8300 **E-MAIL:** **jbott@pa.gov**