Absenteeism Data Analyst

SIR’s Branch 37

Position Responsibilities for Chair Date; 12/12/16

Responsibilities:

* Analyze absenteeism of membership
* Receive monthly attendance roster from the Attendance Chair at conclusion of the monthly luncheon.
* From attendance roster, develop a monthly absenteeism report showing all members and their number of absences for each of the past 3 month and 12 month periods per Sir Attendance Rule 100.
* Place the 12 to 6 month absentees at the top in declining order. This report requires current and prior year’s data.
* On the Absenteeism Report, Identify SIRs with a special status: Honorary Life Members, Emeritus, and highlight any New Member in green for the first 12 months
* Provide trend analysis of membership, attendance, and absenteeism
* Plot monthly membership, attendance, and absenteeism numbers and related ratios and trends.
* Coordinate data with the Form 27 preparer when appropriate
* Email reports to the Branch Executive Committee members and the Attendance and Membership Chairmen.