Missouri Department of Transportation Job Description

Job Title: Senior Data Report Analyst

Title Code: R04107

Salary Grade: 9

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central Office – Financial Services

Effective Date: 12-01-2024

Replaces (Effective Date): 07-01-2022

General Summary

The senior data report analyst is responsible for the creation, management and distribution of standard reports; development of complex reports; and supports the reporting data models for the Data Mart. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Accounting, Business Administration, Computer Science, Computer Information Systems, Finance, Statistics, or related field, **AND** four years of experience in positions related to business analysis, report design/development, requirements gathering, data modeling, or data warehousing, **OR**

- Eight years of experience in positions related to business analysis, report design/development, requirements gathering, data modeling, or data warehousing.

Special Working Conditions/Job Characteristics

Examples of Work

1. Develops and updates standard reports for use by all districts and divisions; develops complex ad hoc reports as requested.

2. Analyzes and diagnoses report problems; develops possible solutions and implements the best solution.

3. Updates, maintains, and manages data models.

4. Coordinates and consults with information systems staff on database and data model changes.

5. Conducts testing to ensure data quality.

6. Validates the structure of the Data Mart to determine whether is meets business requirements.

7. Consults with end users to gather business needs and reporting requirements.

8. Assists users with report development and data requests.

9. Conducts report development training to assist report writers throughout the department.

10. Performs other responsibilities as required or assigned.