

Missouri Department of Transportation

Code: R04104

Title: Data Report Analyst

Exemption Status: Non-Exempt

Grade: 11

Job Description

Effective Date 10-01-2007

Replaces
(Effective Date)

General Summary The data report analyst is responsible for the creation, management and distribution of standard reports; report development of limited complexity; and supports the reporting data models for the department's Data Mart. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications Bachelor's Degree: Accounting, Business Administration, Computer Science, Computer Information Systems, Finance, Statistics or related field.

Supervisory Responsibilities None

Location Central Office - Controller's Division

Special Working Conditions/Job Characteristics

Examples of Work

- (1) Develops and updates standard reports for use by all districts and divisions; develops ad hoc reports of limited complexity as requested.
- (2) Analyzes and diagnoses report problems to develop possible solutions.
- (3) Updates and maintains data models.
- (4) Conducts testing to ensure data quality.
- (5) Validates the structure of the Data Mart to determine whether it meets business requirements.
- (6) Assists users with report development and data requests.
- (7) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.