 **Data Analyst Standard Job Description**

**Classification Title:** Data Analyst

**FLSA Exemption Status:** Exempt

**Pay Grade:** 67

**Job Description Summary:**

The Data Analyst, under general supervision, gathers, compiles, analyzes, interprets, reports data and identifies patterns.

**Essential Duties and Tasks:**

**30% Data Collection and Analysis**

* Collects and tallies data from various sources.
* Manipulates data and calculations for better representation and understanding.
* Analyzes and interprets data using accepted statistical methods and qualitative research methods.
* Compiles data into usable reports.
* Prepares and presents historical and comparative data.

**20% Database Management and Maintenance**

* Develops, maintains, and updates databases for specialized projects.
* Queries databases to extract, read, and write data, ensuring accuracy and relevancy.
* Constructs, maintains, and refines reports and data dashboards for visualization and tracking.
* Explores and/or develops new tools to automate data collection, presentation, and manipulation.
* Maintains archives of project documentation to retain historical data for further use.

**20% Reporting and Presentation**

* Responds to requests for information and prepares ad-hoc reports and query analyses in desired formats.
* Prepares, maintains, and presents historical and comparative data to illustrate trends and patterns.
* Delivers technical information, insights, and findings in an easily digestible manner for audiences of varying technical expertise.
* Prepares and presents technical information as educational material for non-technically trained audiences at a variety of public forums.

**10% Project Support and Coordination**

* Provides data support and technical expertise to teams developing projects with data-specific requirements.
* Coordinates project management using a variety of tools.
* Participates and contributes to unit meetings and on committees as appropriate to job duties.
* Assists in planning and executing projects, focusing on creative implementation under supervision.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in related field or equivalent combination of education and experience.
* Two years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Must be able to work in a collaborative team environment.
* Excellent oral and written communication skills.
* Ability to use word processing, spreadsheet, and database programs.
* Detail oriented and high degree of accuracy.
* Excellent problem-solving and analytical skills.

**Machines and Equipment:**

* Computer: 30 hours
* Phone: 5 hours

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**