 **Lead Data Analyst Standard Job Description**

**Classification Title:** Lead Data Analyst

**FLSA Exemption Status:** Exempt

**Pay Grade:** 70

**Job Description Summary:**

The Lead Data Analyst, under general direction, serves as a technical lead on complex data projects. Provides technical oversight for the application of and compliance with technical standards. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

**Essential Duties and Tasks:**

**40% Technical Leadership and Oversight**

* Acts independently as a technical lead on complex data projects.
* Provides technical oversight for the application of and compliance with technical standards.
* Completes reports and summaries for management and users including project status reports and progress summaries.
* Monitors and makes process improvement recommendations for data analytics outputs.

**20% Data Acquisition and Reporting**

* Acquires, loads, and merges data from various sources to produce required reports.
* Runs processes, makes modifications to scripts, and documents changes as data profiles and requirements evolve.
* Maintains current knowledge of State and Federal reporting requirements to ensure accuracy.

**10% User Coordination and Support**

* Coordinates with end users to ensure that the systems developed meet process requirements.
* Provides training to users on data management systems and resource development applications.
* Responds to requests for special data from internal and external stakeholders and prepares ad-hoc reports.

**10% Data Analysis and Quality Assurance**

* Analyzes and interprets data using accepted statistical methods and research techniques.
* Identifies problematic data, makes corrections, and eliminates causes of data issues.
* Engages with stakeholders to assess analytics needs and ensure the accuracy of reports generated.

**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 or equivalent combination of education and experience.
* Six years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively others.

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**