 **Senior Data Analyst Standard Job Description**

**Classification Title:** SeniorData Analyst

**FLSA Exemption Status:** Exempt

**Pay Grade:** 69

**Job Description Summary:**

The Senior Data Analyst, under general supervision, provides overall direction and management for the gathering, compiling, analyzing, interpreting, and reporting of data. Designs data modeling/analysis services to mine systems and applications. Builds, deploys, and maintains data support tools, metadata inventories, and definitions for database file/table creation.

**Essential Duties and Tasks:**

**30% Data Management and Analysis**

* Develops, maintains, and updates databases for highly complex specialized projects.
* Oversees the collection and analyses of data, ensuring accuracy and reliability.
* Analyzes and interprets data using accepted statistical methods and qualitative research methods.
* Develops and performs needed assessments to identify problematic data, make corrections, and eliminate causes of data problems.
* Prepares, maintains, and presents historical and comparative data.

**25% Reporting and Documentation**

* Responds to requests for information and prepares ad-hoc reports and query analyses in desired formats.
* Provides reports, charts, and graphs as needed, ensuring quality control on data reports.
* Coordinates data reports and analysis for external entities.
* Develops reports from internal and external data stores to meet customer needs.
* Prepares and submits data for federally-mandated reporting.

**15% System Implementation and Training**

* Implements System policies and provides training to users on data management systems, collection of information, and resource development applications.
* Serves as a technical resource for staff on issues such as database management and use of various database/visualization tools.
* Develops training and educational activities to inform staff on documenting information and using third-party information systems.
* Troubleshoots application issues and assists users with application questions/problems.

**10% Project Coordination and Support**

* Supports project timelines and cost tracking by assisting coordination efforts.
* Participates in developing and refining departmental communications plans, providing support and creative input.
* Assists in planning and executing projects, focusing on creative implementation under supervision.
* Supports publishing and updating content on organizational platforms and websites as part of a team effort.

**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.
* Four 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**