

Job Title	Senior Data Analyst
Job Code	
Exempt Status	*Exempt
Position Status	
EEO Classification	3

*Exemption may be subject to the applicable salary requirements from the Department of Labor

Job 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 Responsibilities

- Develops, maintains, and updates databases for highly complex specialized projects.
- Implements System policies and provides training to users on data management systems, collection of information, and resource development applications.
- Develops databases and spreadsheets for data analyses, oversees the collection and analyses of data.
- Responds to requests for information and prepares ad-hoc reports and query analyses in desired formats.
- Analyzes and interprets data, both from quantitative and qualitative analyses, 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.
- Serves as a liaison with regards to data information needs.
- Prepares, maintains, and presents historical and comparative data.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education - Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – Four years of related experience in data collection and analysis, and using data management information systems.

Knowledge of – Knowledge of word processing, spreadsheet, and database applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position may supervise employees.

Other Requirements