

Missouri Department of Transportation Job Description

Job Title: Data Report Analyst

Title Code: R04104

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Financial Services

Effective Date: 12-01-2024

Replaces (Effective Date): 07-01-2022

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, **OR**
- Four years of experience in positions related to business analysis, report design/development, requirements gathering, data modeling or data warehousing.

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.