

# Missouri Department of Transportation Job Description

**Job Title:** Intermediate Data Report Analyst

**Title Code:** R04106

**Salary Grade:** 8

**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 intermediate data report analyst is responsible for the creation, management and distribution of standard reports; report development of moderate complexity; and supports the reporting data models for the Data Mart. Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Accounting, Business Administration, Computer Science, Computer Information Systems, Finance, Statistics, or related field, **AND** two years of experience in positions related to business analysis, report design/development, requirements gathering, data modeling or data warehousing, **OR**
- Six 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 moderate 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. Consults with end users to gather business needs and reporting requirements.
7. Assists users with report development and data requests.
8. Performs other responsibilities as required or assigned.