JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Data Analyst Senior

Job Code: 7116

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for managing our master data set, developing reports, and troubleshooting data issues.

- Manages master data, including creation, updates, and deletion.
- Manages users and user roles.
- Provides quality assurance of imported data, and works with quality assurance analyst.
- Commissions and decommissions data sets.
- Processes confidential data and information according to guidelines.
- Assists with developing reports and analysis.
- Manages and designs the reporting environment, including data sources, security, and metadata.
- Supports the data warehouse in identifying and revising reporting requirements.
- Supports initiatives for data integrity and normalization.
- Assesses tests and implements new or upgraded software. Assists with strategic decisions on new systems.
- Generates reports from single or multiple systems.
- Troubleshoots the reporting database environment and reports.
- Evaluates changes and updates to source production systems.
- Trains end users on new reports and dashboards.
- Provides technical expertise on data storage structures, data mining, and data cleansing.
- Supervises other Data Analyst to include hiring, training, evaluating performance, and disciplining.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: Bachelor¿s Degree

Equivalency/Substitution: Will accept 48 months data analysis, business analysis experience in lieu of the Bachelor¿s Degree for a total of 96 months experience.

Experience:

Required: 48 months experience as a Data Analyst or in related field.

Required Certifications or Licenses:

None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to analyze existing tools and databases and provide software solution recommendations.
- Ability to translate business requirements into non-technical, lay terms.
- Advanced knowledge of methodologies and processes for managing large scale databases.
- Demonstrated experience in handling large data sets and relational databases.
- Knowledge of addressing and metadata standards.
- Advanced written and verbal communication skills.
- Ability to supervise.

Working Conditions

Physical:

¿ Sits for prolonged periods. Use of a computer. Communicates effectively and listens. Manual dexterity.

Environmental:

¿ Office Work Environment.

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