

Data analyst job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: [Exempt or nonexempt]
- Pay range: [\$X to \$Y per year]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're looking for a data analyst to turn our data into clear answers, build dashboards leaders trust, and help teams make better decisions.

What you'll do

- Pull, clean, and analyze data from [databases and tools].
- Build and maintain dashboards and recurring reports.
- Answer business questions with clear analysis and recommendations.
- Define and document key metrics with stakeholders.
- Check data quality and investigate unusual results.
- Design and analyze A/B tests and experiments.
- Present findings to technical and non-technical audiences.
- Automate manual reporting work.

What you'll need

- [Two] or more years of data analysis experience.
- Strong SQL skills.
- Experience with [Tableau, Power BI, Looker, or similar].
- Clear written and spoken communication of findings.

Nice to have

- Python or R skills.
- Statistics or experimentation background.
- Experience in [industry].

Skills

SQL, Data visualization, Statistics, Business acumen, Storytelling, Data quality.

Physical demands and work environment

Office, hybrid, or remote setting.

Pay and benefits

[\$X to \$Y per year], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$57.80 (BLS OEWS, May 2025, SOC 15-2051, Data scientists (closest BLS match)).
- Median annual equivalent: \$120,220 (hourly median x 2,080 hours).
- Mean annual wage: \$126,800.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Depends on duties. Duties and pay decide overtime eligibility, not the job title.

Data analysts are often exempt under the administrative exemption or the computer employee exemption, depending on duties, when paid above the salary threshold. Analysts who mainly run standard reports with little judgment may be nonexempt. Analysts who handle personal data should be trained on privacy rules that apply to your business, such as state consumer privacy laws, HIPAA for health data, or GLBA for financial data.

How to customize it

- Say whether the work is mostly reporting or deeper analysis.
- List the tools and databases.
- Name the teams the analyst will support.
- Describe the data maturity honestly.

Interview questions

1. Tell me about an analysis that changed a decision.
2. How do you check that your numbers are right before you share them?
3. Explain a confusing metric to a sales leader.
4. Write a SQL query to find our top 10 customers by revenue last quarter.

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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