



Common Tasks for a Data Analyst

PERFORMING ROUTINE DATA ANALYSIS TASKS is one way analysts can improve and maintain their State's data quality. This checklist of common activities was developed by your peers. Use this handy guide as a starting point for developing practices that fit your State's needs.

Category 1 Process Inspections Records

Receive and review inspection records from your State's inspectors and upload them to MCMIS

Common Activities	Typical Timeframe
Download and process	Daily
Review and correct records	
Review activity logs and correct records	
Address repair certifications	
Prepare and upload	
Check for interrupted downloads	
Download and process carrier census files	

Category 2 Process Crash Records

Receive and review crash records from State and local law enforcement and upload them to MCMIS

Common Activities	Typical Timeframe
Export from repository	Daily/Weekly
Import/manually enter	
Review and correct individual record	
Review activity logs and correct records	
Prepare and upload	
Download and process carrier census files	

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Category 3 Review/Improve Data Quality

Receive and review inspection records from your State's inspectors and upload them to MCMIS

Common Activities	Typical Timeframe
Run the SAFETYNET Data Quality Tool to find records with potential issues	Weekly/Monthly
Review Leading Indicator	
Review and address SSDQ Ratings	
Research incomplete records	
Research non-matches	
Research timeliness	
Reconcile MCMIS fatalities with FARS	Annually

Category 4 Manage Records

Routinely archive your inspection and crash records and ensure that your SAFETYNET database is being backed up

Common Activities	Typical Timeframe
Backup SAFETYNET data	Daily
Archive inspection records	Annually
Archive crash records	
Archive repair certifications	

Category 5 Monitor Inspector Certifications

Maintain a current list of inspector codes and track inspector activity to help them meet their certification requirements

Common Activities	Typical Timeframe
Run Certification Report	Monthly/Annually
Reconcile inspector code list	Quarterly
Finalize certifications	Quarterly/Annually
Clean up inspector codes	
Reconcile MCMIS/SAFER records	

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Category 6 Generate Grant Reports

Compile the routine data reports needed for FMCSA grant reporting

Common Activities	Typical Timeframe
Run and deliver quarterly MCSAP Report	Quarterly
Verify goals	Monthly/Annually

Category 7 Respond to DataQs Inquiries

Research and respond to Requests for Data Review (RDRs) of carrier and driver data using the DataQs system

Common Activities	Typical Timeframe
Manage the DataQs queue	Daily/Weekly
Process "New, Not Reviewed" RDRs from oldest to most current	
Review straightforward RDRs	
Forward difficult RDRs to supervisors, inspectors, etc.	
Monitor Open RDRs to see if supervisors, inspectors, etc. have given their response	
Address the RDRs	Daily/Weekly
Review	
Research	
Correct record in SAFETYNET	
Respond to the submitter	
Write a note of the change in SAFETYNET	
Educate inspectors and officers who commonly make mistakes	Monthly/Yearly