



## 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 Inspection Records—SafeSpect

*Receive, review, and correct inspection records from your State’s inspectors*

Common Activities	Typical Timeframe
Review and correct records	Daily
Run the Data Quality Report and correct records	
Address repair certifications	
Submit modified and/or corrected records	
Check record status (submitted/approved) and republish if necessary	

### Category 1 Process Inspection Records—SAFETYNET

*Receive, review, and correct inspection records from your State’s inspectors*

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	

## Common Tasks for a Data Analyst

### Category 2 Process Crash Records

Review the data quality of inspection and crash records

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

### Category 3 Review/Improve Data Quality

Review the data quality of inspection and crash records

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

### Category 4 Manage Records

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

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

## Common Tasks for a Data Analyst

### 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	

### 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 RDRs from oldest to most current	
Review straightforward RDRs	
Reach out to supervisors, inspectors, etc. for assistance with difficult requests	
Monitor Open RDRs to see if supervisors, inspectors, etc. have given their response	
Address the RDRs	Daily/Weekly
Validate the submitted information	
Review the submitted information	
Research the correct driver/carrier information	
Resolve the request	Monthly/Yearly
Educate inspectors and officers who commonly make mistakes	