



		ISSUED: 2/3/2020
TITLE: Business Intelligence Analyst	SALARY TABLE: PA	CLASS CODE: PE382
UNION: P & A, Local 1979, U.A.W	SALARY GRADE: 12	EEO CODE: 30
JOB GROUPING: N/A	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Supports the University’s strategic planning and decision making by transforming data into insights that drive organizational performance through the development and distribution of Business Intelligence reporting and dashboards. This position will collaborate with professionals from other business areas to define business problems, determine key metrics, identify data trends and communicate key findings utilizing various enterprise-level Business Intelligence tools. Reports to the Director of Business Intelligence and Data Analytics in the Computing and Information Technology department.

Essential Job Functions	% Time
Conduct data mining, validation, extraction, cleansing and loading processes using various technical languages, methods and tools.	30%
Provide operational reporting, dashboards and statistical analyses of data used in compiling information and reporting on the University’s strategic indicators, operational performance, and organizational performance dashboards. Determines best source of data to conduct predictive modelling to support data driven decision making.	30%
Research and communicate findings related to BI emerging technologies, new applications and new data analysis methodologies.	15%
Participate in testing and deployment of BI tool and application implementations and upgrades.	10%
Attend meetings and perform other related duties as assigned.	10%
Participate in Data Governance initiatives and add content to the Data Cookbook.	5%

MINIMUM QUALIFICATIONS

Education

A Bachelor’s degree from an accredited University in Computer Science, Information Systems or a closely related field is required. A master’s degree is strongly preferred.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Experience

Requires a minimum of two to five years experience in data management, developing reports, dashboards, data visualizations and scorecards using business intelligence and visualization software.

Knowledge, Skills and Abilities

Excellent data management skills including the ability to analyze, synthesize, and graphically represent data to diverse audiences in support of decision-making. Demonstrated organizational skills and attention to detail. Ability and willingness to reevaluate and improve analytical and reporting activities.

Extensive knowledge of reporting analytics solutions (i.e. Cognos Analytics, Power BI, Tableau, MS Excel). Expert knowledge of data extraction methodologies for reporting and dashboard development. Proficient with associated computer languages, applications and programs (i.e. TOAD, MS Excel, SQL, Python, Oracle Functions/Procedures, etc).

Excellent interpersonal and written communication skills with the ability to effectively engage with a variety of people. Skilled in writing procedures, guidelines and application documentation. Able to communicate technical and analytical information verbally and in written reports.

Strong understanding of cutting-edge methods of data management and analysis across a large, complex institution. Proficiency with query language and statistical software.

Excellent organizational, project management, communication, and human relations skills.

The ability to serve and engage others in a multicultural environment. An openness to change and growth by learning from others.

Ability to collaborate with others in the accomplishment of a common task or program. Manage the design and delivery of data visualizations to support internal teams and external customers.

General knowledge of data collection and analysis techniques. Strong understanding of data sources, database design, and development logic and constructs especially as related to data warehouse technology. Able to download, merge, manipulate, analyze and report on large amounts of complex data.

Ability to produce consistent quality work and meet established deadlines with strong attention to detail and follow-up on each task and assignment.

Demonstrate sound moral and ethical principles. Ability to manage and protect confidential information.

WORKING CONDITIONS

Typical office environment.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.