



WAYNE STATE UNIVERSITY

		DATE: 12-2-2022
TITLE: Business Intelligence Analyst, Senior		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PE512
UNION: P&A Local 1979, U.A.W	SALARY GRADE: 15	EEO CODE: 30
JOB GROUPING: Yes	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Provide senior level support to the University’s strategic planning and decision making by using advanced knowledge and methods to transform data into insights that drive organizational performance through the development and distribution of Business Intelligence reporting and dashboards. This senior level position will collaborate with WSU leadership and other professionals from various business areas. The position will report to the Director of Business Intelligence and Data Analytics in the Computing and Information Technology department.

ESSENTIAL JOB FUNCTIONS	% Time
Define business problems, determine key metrics, identify data trends using advanced analytics and communicate key findings utilizing various enterprise-level Business Intelligence tools. Conduct data mining, validation, extraction, cleansing and loading processes using various technical languages (R, Python, SQL), methods (trend analysis, exception reporting, story-telling through data and visualizations) and tools (IBM Cognos Analytics, Microsoft PowerBI, SAS BI, Tableau).	30%
Manage the design and delivery of BI solutions which includes conducting feasibility analyses, project time estimates, quality assessment of data, solution design, initiating end-user acceptance testing, and obtaining final assurance requirements are met. Research trends in BI practices and emerging technologies and provide recommendations in advancement of applications as well as data analysis methodologies. Coordinate testing and deployment of BI tool and application implementations and upgrades.	20%
Provide advanced operational reporting, dashboards/visualizations and statistical analyses of data used in compiling information and reporting on the University’s strategic indicators, operational performance, and organizational performance dashboards.	20%
Develop best practices in data analysis and create internal processes/procedures to optimize data quality, delivery, availability, and comprehension. Assist with Data Governance initiatives and add content to the University Data Cookbook.	15%
Mentor and train team members as well as business partners in data analysis and report/dashboard development as needed. Attend meetings.	10%

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.

Other duties as assigned.	5 %
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MINIMUM QUALIFICATIONS

Education

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

Years of Experience Required:

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

WORKING CONDITIONS

Standard office work environment

ADDITIONAL COMMENTS

Expert level 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. Advanced 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, SQL, Python, R, Oracle Functions/Procedures, ETLs, etc.) Advanced understanding of data sources, database design, and development logic and constructs especially as related to data warehouse technology. Excellent interpersonal and written communication skills with the ability to effectively engage with a variety of business areas and leadership and collaborate with others. Skilled in writing procedures, guidelines and application documentation. Able to communicate technical and analytical information verbally and in written reports. Excellent project management skills. Advanced understanding of cutting-edge methods of data management and analysis across a large, complex institution. Proficiency with query language and statistical software. Ability to manage and protect confidential information.

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