Classification Specification for Unclassified Service

Title: Business Data Reporting Analyst

Pay Scale Group: 71 B

Essential Function

Under general supervision from a designated administrator responsible for interpreting results and using a variety of techniques, ranging from simple data aggregation via statistical analysis to complex data mining to create high quality reports to be used for operational and executive level decision making.

Characteristic Duties

Provides data modeling and report building skills to support the organizational decision making process, and provides knowledge of statistical analysis on as-needed basis;

Leveraging the Student Information Analytics, designs, develops, tests and maintains reports and processes to meet user decision making;

Works with departments to define business problems and questions and performs analysis;

Works with data architect or application specialists to identify the data sources required to support an analytical project or development of a complex report;

Utilizes reporting tools (i.e. OBIEE/OBIA) to build reports and dashboards;

Evaluates diverse data sets, identifies new types of data and data sources to determine patterns; synthesizes the data into meaningful metrics and numbers; monitors data quality, identifies inconsistencies, and development of recommendations to optimize business processes and performance;

Develops load plans using Oracle Data Integrator (ODI) to quickly demonstrate new concepts, reports and dashboards; utilizes reporting tools (i.e. OBIEE/OBIA) to build reports and dashboards;

Performs other duties as assigned.

Minimum Qualifications

Bachelor's degree in Computer Science, Information Technology, Computer Engineering, or related degree with three (3) years of experience; or an Associate's degree with five (5) years of experience; or a combination of relevant education and seven (7) years of experience. Experience should include, reporting, ETL processing and/or background in in complex data analysis techniques.