



JOB DESCRIPTION: ASSOCIATE BUSINESS INTELLIGENCE ANALYST

DEPARTMENT:	Analysis, Assessment, and Accountability	REPORTS TO:	Senior Manager, Accountability, Evaluation and Measurement
JOB CLASS:	Associate Software Developer	PAY GRADE:	36
EXEMPT STATUS:	Exempt	DATE:	10/14/2016

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Associate Business Intelligence Analyst assists with developing and analyzing business intelligence applications. Additionally, the Associate Business Intelligence analyst documents functional and technical requirements and translates into reporting solutions.

ESSENTIAL POSITION FUNCTIONS:

- Develop and manage effective working relationships with other departments, groups and personnel with whom work must be coordinated or interfaced
- Gather and document functional and technical requirements, and translate requirements into reporting solutions, analytic tools and dashboards
- Assist with developing in-depth understanding of underlying data, data structures, and business uses to ensure reports meet client needs
- Engage in quality control and peer review processes to ensure integrity of the data available to users
- Review queries for performance issues, making changes as needed
- Create technical documentation of report logic and processes
- Work with Business Intelligence Developers to understand code changes that will impact analytics and tools
- Assist with the support of end-user community in the use of business intelligence tools to query databases and files for report outputs
- Support business intelligence developers in the creation of operational and customer centric dashboards and metrics
- Develop and assist with training through the development of training tools and training of key staff
- Provide support as required to ensure the availability and optimized performance of developed reports and dashboards for both external and internal users
- Design and implement technology best practices, guidelines and repeatable processes
- Work with Production team to ensure new reports and/or processes abide to Production development standards
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor’s Degree in Computer Science or Information Systems; or equivalent combination of education and relevant experience

Experience:

- Two years’ experience with data analysis and dashboard development
- Experience with data warehouse technologies and reporting tools
- Experience in deploying reporting solutions, analytical tools and dashboards
- Experience creating complicated reports and presenting data in a clear and concise format
- Experience working with predictive analytics, forecasting models, and statistical software

Knowledge, abilities and skills:

- Ability to work with users in a requirements analysis role
- Ability to learn and use Power B.I.
- Knowledge of statistical applications
- Knowledge of logical and physical data modeling concepts (relational and dimensional)
- Knowledge of data visualization and visual perception
- Highly skilled in POWERPIVOT, Excel, and SharePoint
- Knowledge of data administration, repository management, and data warehousing
- Desire to learn new technologies and skills
- Ability to work independently and as part of a team
- Strong interpersonal and customer service skills
- Strong verbal and written communication skills
- Strong conceptual, analytical, and judgment abilities
- Ability to work with/for multiple employees and meet deadlines

CORE COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i></p>	<p style="text-align: center;">CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>
<p>INTERPERSONAL SKILLS</p>	<p>FUNCTIONAL /TECHNICAL EXPERTISE</p>

<i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>
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INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p align="center">PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p align="center">CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p align="center">SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p align="center">PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p align="center">ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p align="center">PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p align="center">DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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