SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: BUSINESS INTELLIGENCE PROGRAMMING ANALYST (Grade 71)

DEFINITION:

Under general direction, the Business Intelligence Programming Analyst performs the full range of professional analytical work in data warehouse architectural design, development and support in multi-platform environments and acts as an expert on all business intelligence topics.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is provided by the Senior Information Technology Officer or designee. This position has no supervisory responsibilities.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:
Commits to honoring SDCOE's Mission, Vision, Core Values, Commitments, and Indicators of Student Success.

Leads business analysis tasks and coordinates with stakeholders for the full business cycle of related projects.

Gathers and assesses business information needs and prepares system requirements.

Researches, performs analysis, develops and evaluates of data mining in a data warehouse environment to include data design, database architecture, meta data and repository creation.

Uses data mining and data analysis tools.

Reviews and validates data loaded into the data warehouse for accuracy.

Develops a comprehensive library of decision support cubes, dimensions, calculations, dashboards, and reports.

Interacts with user community to produce reporting requirements.

Provides technical consulting to users of the various data warehouses and advises users on conflicts and inappropriate data usage.

Researches, analyzes and provides prototyping solutions, prepares test scripts, and conducts tests and for data replication, extraction, loading, cleansing, and data modeling for data warehouses.

Maintains knowledge of software tools, languages, scripts, and shells that effectively support the data warehouse environment in different operating system environments.

Maintains working knowledge of Relational Database Management Systems (DBMS) and data warehouse front-end tools.

Assists in planning, organizing and overseeing the design, development and implementation of complex information technology projects.

Provides training and act as a resource for other staff regarding a comprehensive system or sub-systems.

NON-ESSENTIAL FUNCTIONS:
Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from other Information Technology positions in the following ways: its depth of technical responsibilities for the business intelligence topics; and the high level of visibility and support to internal and external clients; and independently perform lead functions in data warehouse architectural design.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Advanced knowledge of relational databases, with an emphasis on Microsoft SQL Server 2008R2 or better.
Data integration and tools such as SQL ETL, SSIS.
Develop Dashboards/Reports with different Analytics Views (SharePoint 2013 Performance Point, Pivot Table, Chart, Tabular, and Power BI)
Complex data analysis.
Database warehousing and business intelligence
Application development using .NET
Trends and developments in business intelligence practices and related technologies, operating systems and application development
Project management practices and the ability to manage multiple projects simultaneously
Programming or shell scripting
Production support experience utilizing effective communication, troubleshooting skills
Business intelligence services for analytics, reporting and data transformation
Desirable, technical experience with OBIEE

ABILITY TO:

Think critically and use facts and data in identifying problems, drawing valid conclusions, and generating a range of alternative solutions and courses of action

Facilitate constructive and productive group interaction and maintain group commitment to goals and objectives

Focus on customer needs and expectations of customers in making business recommendations and solving business problems

Establish and maintain dialog and two-way information channels with customers and project partners

Communicate effectively and proactively orally and in writing

Handle multiple competing priorities and schedules

EDUCATION AND EXPERIENCE:

EDUCATION:
A bachelor's degree in computer science or a related field.

EXPERIENCE:
Five years of progressively responsible experience in database and application development; strong knowledge in database programming (SQL, stored procedures, etc.)
Experience working with Business Intelligence tools (familiarity with Hyperion and Oracle OBIEE tools a plus)

CERTIFICATES, LICENSES AND OTHER REQUIREMENTS:
A valid California driver's license and the availability of private transportation or the ability to provide transportation to and from urban and rural school/worksites is required.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT:
Duties are performed in an office setting.

PHYSICAL ABILITIES:
Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Revised	FLSA Status	Salary Range
05/2015		Non-Exempt	Classified Support Grade 71

Approved by Personnel Commission:___May 6, 2015_____