IT BUSINESS INTELLIGENCE & DATA ANALYST

*Note: This material is not intended to represent a complete position description; it is meant as a job aid to provide a foundation for completing a detailed individual description. All functions and tasks listed below will not apply to every position and this is not an exhaustive list of potential duties. Supervisors should select any of this material which applies to provide a framework for their description, then add detail, context, and other functions relevant to their specific needs. This material is also band-level neutral. In addition to functions and tasks, other considerations including but not limited to scope, organizational placement, and reporting relationship are key determining factors in position leveling.*

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| **FUNCTIONS** | **TASKS** |
| Support | * Manages software and programs for complex data analytics and metrics to support the areas of data science and business intelligence.
* Collaborates with cross-functional teams to resolve data discrepancies and system issues.
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| Project Management | * Manages complex projects. Develops project plan, manages milestones, and drives project forward. Accountable for keeping project on track.
* Communicates with senior leadership regarding project milestones, risks, and other issues.
* Assigns and distributes resources (e.g. personnel, effort, expenditures, vendors, etc.).
* May serve as a matrix system supervisor during the project duration.
* Implements change management procedures and provides training or advises on training associated with the change management projects.
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| Development/Programming | * Uses data mining and statistical analysis to discover new insight within datasets.
* Performs analysis using complex datasets and prepares results using appropriate statistical and visual software.
* Designs, builds, and maintains dashboards and visualizations for end users.
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| Security | * Anticipates security breaches and potential vulnerabilities and make recommendations for and/or determine best practices to comply with internal/external information security policies and standards.
* Ensures appropriate security/access model applied to datasets/dashboards prior to end user release.
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| Quality Control & Reporting | * Tests and maintains data quality monitoring and tools. Notifies data sources when data quality issues are discovered.
* Maintains processes and tools for data quality monitoring.
* Investigates reported data quality issues, isolating causes and determining proper remediation.
* Collaborates with functional areas to correct and validate data quality issues and notify end users when appropriate.
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| Consultation | * Works with business application users to determine requirements for a variety of reporting and analytical projects (e.g. dashboards, KPIs).
* Works with functional areas to understand business requirements and liaises with other technical personnel to design and build datasets needed to accomplish those business goals.
* Maintains relationships with management and internal departments recommending innovative software solutions to solve new or existing business needs.
* Provides consultation to department constituents, acting as a resource regarding data understanding, appropriate use, trend analysis, and interpretation.
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| Supervision/Management | * Provides full supervision to [define subordinate positions]; interviews and makes hiring decisions/recommendations; recommends initial pay rates and subsequent adjustments; ensures employees are trained in job responsibilities and provides for ongoing development; manages the performance review process and assigns performance ratings; addresses performance deficiencies and disciplinary issues as needed; sets work schedules and approves leave requests; etc.
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| Other Duties (5% max) | * Other duties as assigned by management to meet business needs
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