14. POSITION SUMMARY:

This position performs advanced level work under the general direction and broad policy guidance of the Business Intelligence Manager and within the Data Management Program. This position will play a key leadership role in the analysis of business needs and design of solutions for visualizing data, designing a data warehouse, implementing data management solutions, and promoting data driven decision making.

Within the business intelligence (BI) team, this position provides technical leadership to team members in the development of a data warehouse, data management techniques, tool implementation, and reporting and analytical capabilities. The position is especially critical to the design and implementation of BI and data warehousing (DW) solutions, but also will play a key role in the Data Management Program overall including but not limited to master data management (MDM), data quality, data conversion, data governance, and metadata management.

This position provides direction, guidance and consultation on technical issues specific to data management, business intelligence, and data warehousing to both technical and business managers. This position will participate on both agency and enterprise-wide advisory groups. It is expected that this position will create, promote, make full use of, and follow all applicable ETF and state standards, policies and best practices

40%	Goal A:	Provision of technical leadership and guidance to the BI team in the implementation of robust solutions for BI and DW to support agency operations and strategic goals

Worker
Activity

	A1.	Provide technical leadership in the design, implementation, and maintenance of solutions.
	A2.	Lead the implementation and documentation of standards, guidelines, and best practices for solutions.
	A3.	Provide oversight to ensure appropriate, efficient, and effective use of technology and optimization of resources.
	A4.	Present recommendations on appropriate architecture for solutions.
	A5.	Function as the agency expert for planning and implementing solutions. Coordinate the development of changes with impacted systems or subsystems to ensure integration and compatibility.
	A6.	Develop and maintain a thorough understanding of ETF data sources and provide detailed documentation as requested.
	A7.	Provide leadership in the gathering of user requirements, creating specifications, designing solutions, data analysis, visual design, data/report, certification, development, testing, and implementing solutions to ensure high quality deliverables.

A8. Provide oversight for the development, configuration, administration, implementation, and troubleshooting activities, participating in specialized, high-level tasks and problem-solving during prime and off-hours support as needed.

A9. Develop and maintain a technical reference model, ensuring effective implementation of defined architecture.

A10. Provide leadership and coordination of operational activities for production support and software upgrades.

30%   Goal B: Provision of technical leadership for data management functions including data quality, data conversion, MDM, data governance, and metadata management

Worker
Activity   B1. Lead data quality activities including but not limited to data profiling, metrics, cleansing, and exception reporting.

B2. Lead data conversion activities including but not limited to strategy, migration, and reconciliation.

B3. Lead metadata management implementation and support.

B4. Lead MDM implementation and support.

B5. Provide guidance to data stewards throughout the Department on data governance activities related to various data management functions.

B6. Prepare technical design plans to ensure that project staff and management have a clear understanding of project direction. Review any vendor work plans as required.

B7. Consult on the development, documentation, and implementation of policies and procedures for maintaining the ETF data management and architecture, in support of modernization goals.

20%   Goal C: Provision of technical leadership and coordination to ensure that data management, BI, and DW solutions follow industry best practices and support agency operations and strategic goals

Worker
Activity   C1. Provide project management for various efforts as required.

C2. Document existing solutions as requested.

C3. Ensure that all solutions are developed to minimize the exposure of personal information to unauthorized persons and adhere to ETF policies.

C4. Research and recommend the introduction of new technologies and automation as appropriate to support agency business goals and with consideration for distributed system, mainframe, and cloud environments.

C5.   Develop and coordinate test plans that comply with ETF's test methodology to ensure that all portions of the solution are thoroughly tested and acceptable to business users and IT prior to implementation.

C6.   Provide consultation for RFP development, procurement, and implementation of vendor systems.

C7.   Interact with technical support, operations and vendor staff to ensure coordination of their efforts with project team efforts.

C8.   Perform the analysis necessary to understand the business needs.

C9.   Provide data management and architectural information and advice to the business intelligence team, business users, procurement, and vendor staff ensuring RFP's, SOW's, and implementations reflect ETF's modernization vision.

10%   Goal D: Performance of other tasks as assigned.

Worker
Activity   D1.   Prepare status reports, manuals, handouts, demonstrations, and training materials for end users, technical staff, and management as requested.

D2.   Stay current on data management, BI, data warehousing, and related industry trends utilizing web resources, online training, books, internal documents, training sessions and workshops.

D3.   Represent management on task forces and committees to respond to state and agency needs.

D4.   Provide mentoring and training for other staff as needed.

D5.   Other duties as assigned.

(Rev. 03/2020)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge and skills in dashboard design and development, usability, user experience design and design best practices.
2. Ability to gather, understand & document user requirements, create specifications, design solutions, develop, test, and implement solutions that ensure requirements are achieved through high quality deliverables.
3. Knowledge and skills in the full life cycle management, and the application of best practices including use of visual design principles.
4. Ability to tell an effective story about data.
5. Skills for quality assurance and developing standards to certify dashboards and data sources for production use.
6. Demonstrated skills for the administration of reporting and visualization tools.
7. Ability to develop strategies for data usage in reporting or visualization tools.
8. Knowledge and skills in the optimization, tuning, and ensuring the security and privacy of data using various data management, BI and DW tools.
9. Knowledge of data mining, machine learning techniques, and advanced analytic techniques.
10. Knowledge of cloud platforms for data warehousing and analytics.
11. Design data architecture and data modeling skills.
12. Ability to lead, implement and support MDM solutions.
13. Ability to implement automation for data management and testing.
14. Ability to establish design and use patterns for technologies.
15. Skills with SQL Server and related tools including SSRS, SSAS, and SSIS.
16. Skills with various ETL tools and processes.
17. Knowledge and skills in data profiling and data quality reporting processes and best practices.
18. Knowledge and ability to use source code version control software.
19. Knowledge and skills in working with data warehouses and dimensional data models as data sources for dashboard development.
20. Ability to manage multiple, concurrent, short and long-term BI dashboard design and development projects.
21. Skills writing complex SQL with relational databases.
22. Skills using and working with scripting languages.
23. Knowledge of data governance including data usage, metadata, data management, data quality, and security.
24. Strong clear and effective oral and written communication skills, including developing and delivering group presentations to both technical and non-technical audiences.
25. Ability to influence others and to interact with individuals at all levels, including working productively with cross-functional working groups and across organizational layers.
26. Strong interpersonal and leadership skills including mentoring, coaching, collaborating, and team building in order to ensure consistent and effective implementation of technologies and tools and successful completion of projects.
27. Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
28. Knowledge and skills in project management methods, processes, and principles.

29. Knowledge of agile development practices, particularly Scrum.

30. Ability to lead and coordinate operational activities for production support and software upgrades.

31. Excellent problem analysis and resolution skills.

32. Strong workload planning and organization skills.

33. Ability to analyze incomplete and complete information, evaluate alternatives and make appropriate recommendations for strategic solutions.

34. Expertise in current privacy and security regulations and policies related to data and personally identifiable information (PII).