

14. POSITION SUMMARY:

This position performs advanced level work under the general direction and review of the Business Intelligence Manager and within the Data Management Program. This position will have an active role in the analysis of business needs and the design and maintenance of solutions for visualizing data, designing a data warehouse, implementing data management solutions, and promoting data driven decision making. Provide configuration, development, maintenance, and support for master data management to apply rules to master data which help to determine the "golden record" for that data. This position will also be responsible for data analysis and developing logic to move and transform data to desired target locations and format. Other duties of this position include preparing technical specification documents, development, testing, implementation, mentoring, and ongoing maintenance of data management solutions. Work assignments are difficult and complex, and the position independently resolves conflicts and problems through the skilled application and practical knowledge of data management principles.

45 % Goal A: Provision of leadership, analysis, and implementation of robust solutions to support data management needs of the agency.

Worker

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| Activity | A.1 | Develop and maintain a thorough understanding of ETF data sources and provide detailed technical documentation as requested. |
| | A.2 | Analyze data sets, draw conclusions and relationships, and perform data reconciliation. |
| | A.3 | Write complex SQL and create data extracts based on requirements and analysis of data structures. |
| | A.4 | Present recommendations on appropriate system architecture. |
| | A.5 | Lead or participate in the requirements definition, evaluation, implementation, and support of data management solutions. |
| | A.6 | Define, develop, and perform testing of data and reports provided to ensure high quality deliverables. |
| | A.7 | Participate in the development and implementation of standards, guidelines, and best practices for the data management program. |
| | A.8 | Perform data profiling and provide development and support for data quality exception reporting. |
| | A.9 | Develop visualizations for various audiences to support agency strategic goals and data-driven decision-making. |
| | A.10 | Configure, develop, maintain and support business rules in the MDM solution. |
| | A.11 | Configure, develop, maintain and support data quality reports in the MDM solution. |
| | A.12 | Implement, maintain and support the data model in the MDM solution. |
| | A.13 | Configure, develop, maintain and support metadata solutions including but not limited to the following business glossaries, data lineage and impact analysis, metadata ingestion and translation, metadata repositories, etc. |

40% Goal B: Development and support of effective solutions to move and transform data to desired target locations and format.

Worker

- Activity
- B1. Design, build, and test data mappings through Extract, Transform, Load (ETL).
 - B2. Develop test data and demonstrate validity of ETL logic.
 - B3. Support the ETL job schedule and tool set as necessary.
 - B4. Perform the analysis necessary to understand the business needs.
 - B5. Design logical data models as needed.

15% Goal C. Performance of other tasks as assigned.

Worker

- Activity
- C1. Provide technical support and deployment assistance for data management solutions, participating in on-call rotation as required.
 - C2. Develop project plans and estimation for smaller efforts as required.
 - C3. Document existing data management solutions as requested.
 - C4. Prepare status reports, manuals, handouts, demonstrations, and training materials for end users or other technical staff as requested.
 - C5. Stay current on data management and related industry trends utilizing web resources, online training, books, internal documents, training sessions and workshops.
 - C6. Provide mentoring and training for other staff as needed.
 - C7. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Advanced skill gathering, understanding & documenting user requirements, creating specifications, designing solutions, development, testing, and implementing solutions that ensure requirements are achieved through high quality deliverables.
2. Skilled in dashboard design, full life cycle management, and the application of best practices including use of visual design principles.
3. Ability to provide direction and mentoring to developers and team members on dashboard development, usability, user experience design and design best practices.
4. Ability to tell a story about data and visualize it effectively.
5. Skills for implementing quality assurance and developing standards to certify dashboards and data sources for production use.
6. Ability to perform Tableau Server site administration.
7. Ability to perform optimization, tuning, and ensuring the security of data using Tableau Server or related tools.
8. Strong skill using various ETL tools and processes (e.g. SSIS, Alteryx, etc.).
9. Ability to provide development, maintenance and support for a master data management (MDM) solution (Semarchy).
10. Ability to provide development, maintenance and support for metadata management solutions.
11. Ability to perform data profiling and data quality reporting.
12. Ability to use source code version control software.
13. Skilled in working with data warehouses and dimensional data models as data sources for dashboard development.
14. Strong ability to manage multiple, concurrent, 3 to 6-month BI dashboard design and development projects.
15. Strong skills using complex SQL with relational databases.
16. Ability to develop in various programming or scripting languages for analytic purposes (e.g. Python, R, etc.).
17. Knowledge of security and privacy considerations when handling data.
18. Knowledge of federal and state statutes, rules, and standards governing privacy, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
19. Knowledge of BI governance including data usage, metadata, data management, data quality, and security.
20. Leadership skills in order to provide mentoring, coaching, collaborating, and team building.
21. Strong oral and written communication skills including the ability to communicate business and technical concepts and information effectively to a wide range of diverse audiences.
22. Strong interpersonal skills including the ability to work independently and productively with diverse customers, both internally and externally, at various levels and from cross-functional areas.
23. Ability to develop and deliver presentations to both technical and non-technical audiences.
24. Strong ability to develop knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
25. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.
26. Knowledge of ETF programs, operations, mission, vision, and strategic initiatives.
27. Excellent organizational skills and ability to prioritize.
28. Effective critical thinking and analytical.
29. Ability to maintain confidential information in accordance with policies, guidelines and direction from manager.