Business Intelligence Analyst Intermediate

Develop a comprehensive, cross-functional understanding of business processes, production systems, enterprise-wide data warehouses/sources, and Departmental databases. Participate in cross-functional teams for increasing the impact/awareness of BI projects, tools, and assist in the presentation/demonstrations of tools and BI solutions. Conduct business analyses and functional design activities for capturing, loading, storing, and extracting data across the organization. Design, model, and build data structures, and data mapping routines to support the data and reporting requirements for all areas of the organization. Participate in strategic assessments to identify current/emerging business issues/problems and contribute to defining high impact business intelligence solutions with a focus on the quantitative methods, modeling and analytical techniques. Develop reports and definitions, graphs, dashboards and portal interfaces appropriate for audience. Education and experience: BA or BS in quantitative field with 3 to 5 years of experience. Employees in this classification typically analyze, compare and evaluate various courses of action and have the authority to make independent decisions on matters of significance, free from immediate direction, within the scope of their responsibilities. Primary activities and decision making authority are predominantly performed independently affecting business operations to a substantial degree. Under FLSA, incumbents in this position meet the criteria for exempt status.

Business Intelligence Analyst Senior

Conceptualize and develop cross-functional client/unit strategic objectives, business processes, and initiatives that drive or increase organizational value. Manage and/or administer the design and development of data structures and data extracts to support comprehensive data collection, loading, and extraction for complex analyses. Participate in strategic assessments to identify current/emerging business issues/problems and contribute to defining high impact business intelligence solutions with a focus on the quantitative methods, modeling and analytical techniques. Lead and guide business process improvement discussions leading to advice on potential
problem resolutions including gathering the support and resources for BI initiatives. Develop and present reports and definitions, graphs, dashboards and portal interfaces appropriate for audience. Assist in identifying and leading change management processes for new/improved business processes/BI tools and resources. Manage cross functional unit projects and/or teams which include project planning, task management, status reporting, etc. Education and experience: BA or BS in quantitative field with 5+ years of experience. Employees in this classification typically analyze, compare and evaluate various courses of action and have the authority to make independent decisions on matters of significance, free from immediate direction, within the scope of their responsibilities. Primary activities and decision making authority are predominantly performed independently affecting business operations to a substantial degree. Under FLSA, incumbents in this position meet the criteria for exempt status.

**Business Intelligence Project Manager**

Responsible for unit and cross-functional project management leadership and overall success of reporting deliverables and data management projects. Prepare and manage project charge documents outlining deliverables and manage projects tracking costs, quality, and timeliness; report on project metrics, reporting outputs and timelines. Manage project/program budgets and perform periodic cost and productivity analyses. Coordinate with various business and technical groups whose support is needed to build or deploy data warehouses/applications/portals. Proactively identify and prioritize business improvement areas and develop and drive appropriate solutions and results. Lead change management processes for new/improved business processes/BI tools and resources. Education and experience: BA or BS (e.g., finance, marketing, accounting, information systems) with 5 to 7 years of experience. Employees in this classification typically analyze, compare and evaluate various courses of action and have the authority to make independent decisions on matters of significance, free from immediate direction, within the scope of their responsibilities. Primary activities and decision making authority are predominantly performed independently affecting
business operations to a substantial degree. Under FLSA, incumbents in this position meet the criteria for exempt status.

**Business Intelligence Director**

Establish, promote, and execute an integrated Business Intelligence vision/plan for the delivery of decision-making information and analytic solutions to key stakeholders. Develop and promote innovative approaches for the use of strategic decision data throughout all levels of the organization, working closely with business sponsors, business subject matter experts and Information Technology to ensure that high business value solutions are planned and executed. Develop and direct BI strategy, architecture, and budgets; coordinate program and project managers, information architects, and analysts. Develop ongoing marketing and communication programs for Business Intelligence plans and activities across the University/enterprise. Link and leverage business intelligence with the enterprise’s strategic goals, provide advice and consulting assistance to executive leadership. Direct and lead staff members reporting to this position, including hiring, performance management and professional development. Education and experience: MBA or MS in quantitative field with 8+ years of experience. The primary duty of employees in this classification is the management of a customarily recognized department or subdivision, including the supervision of three or more full-time equivalent employees every week. Direction is over a permanent status-continuing function, not a collection of employees assigned to complete a project. Management duties include interviewing, selecting and training of employees; setting and adjusting their rates of pay and hours of work; planning and directing their work; appraising their productivity and efficiency for the purpose of recommending promotions or other changes in their status; handling their complaints and grievances and disciplining them when necessary. Management responsibilities include the authority to hire, fire, or promote assigned employees or make recommendations that are given particular weight. Employees have impact on budgeting, controlling costs, planning, scheduling, and procedural change. Under FLSA, incumbents in this position meet the criteria for exempt status.