

JOB TITLE
BUSINESS INTELLIGENCE
SPECIALIST

DIVISION
ADMINISTRATION

REPORTS TO
MANAGER TECHNICAL SUPPORT

SALARY SCHEDULE & GRADE
I I, GRADE 8

LENGTH OF WORK YEAR
260 DAYS

DATE
JANUARY 12, 2009

SCOPE OF RESPONSIBILITIES

Strategically designs and implements the district Business Intelligence solutions and systems. This includes integration with databases and data warehouses which requires selecting, blueprinting, gathering requirements, designing, and rolling out Business Intelligence solutions to end users. Responsible for ensuring high levels of Business Intelligence availability through support functions and in-depth testing.

PERFORMANCE RESPONSIBILITIES

1. Assesses and cultivates long-term strategic goals for Business Intelligence development in conjunction with end users, managers, clients, and other stakeholders.
2. Directs, organizes, and leads projects in the implementation and use of new Business Intelligence software tools and systems.
3. Leads the integration efforts for merging Business Intelligence platforms with enterprise systems and applications.
4. Designs, codes, tests and documents new and modified Business Intelligence systems, applications and programs.
5. Analyzes user-requirements and designs functional specifications for Business Intelligence systems as necessary.
6. Produces Extract-Transform-Load design guidelines to insure a manageable Extract-Transform-Load infrastructure for the Business Intelligence system.
7. Works with business owners to insure that the district data entry process is in tune with the data mining needs.
8. Troubleshoots Business Intelligence tools, systems and software and performance-tunes these applications as necessary.
9. Acts as an evangelist for Business Intelligence benefits across the organization and promotes Business Intelligence usage to relevant departments.
10. Performs other duties as assigned by the Manager Technical Support.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in related field
2. Three (3) years experience working with large datasets for data mining and data visualization
3. Broad hands-on knowledge of Business Intelligence areas including type-1 and type-2 fuzzy systems, business scorecards, dashboards, and data mining models, and a strong understanding of relational and On Line Analytical Processing database structures, theories, principles and practices
4. Broad hands-on experience gathering business requirements, analysis and documentation of requirements, and a strong understanding of K-12 student information systems

DESIRABLE QUALIFICATIONS

1. Master's degree in computer science
2. Hands-on experience working with Integration Services, Analysis Services, Multi-Dimensional Expressions, Business Intelligence Development Studio, Structured Query Language Reporting Services and Performance Point Server
3. In-depth knowledge of statistical methods like supervised or unsupervised clustering and fuzzy systems and neural network systems for data analysis