

POSITION DESCRIPTION

TITLE: Business Intelligence System Analyst (Data Scientist) – (Exempt)

Collective Bargaining - Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

This position reports to the Director of Enterprise Operation and Support in the Office of Information Technology and is responsible for planning, design, analysis, programming and ongoing maintenance of enterprise databases, data warehouse applications, and analytical reporting tools. This position includes managing change control, developing complex reports and guiding colleagues in creating ad-hoc reports.

The Business Intelligence System (Data Scientist) will collaborate with the Enterprise Operation and Support Team, end users, department leaders and key stakeholders in the development and implementation of data architecture and standards in support of the College's long-term strategic goals. This position will interact and work directly with the department of Institutional Research.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Develops data outputs (reports, dashboards, key performance indicators (KPI) and visualizations) for self-service consumption by stakeholders. Trains end users in development of ad-hoc reports.
- Gathers and analyzes data from various databases and sources utilizing standard statistical methods
- Provides support for business requirements and developing complex data interfaces between SQL and unstructured data platforms; maintains the data-warehousing platform using ETL tools, investigate data losses and troubleshoots data warehouse failures using system level log processes.
- As a Data Scientist, works with a variety of disciplines identifying the underlying drivers of the data, uses that knowledge to make predictions, and provides reports from which strategic recommendations are made to assist with institutional goals.
- Utilizes business intelligence platforms, such as Tableau to generate key performance (KPI) reports, and gains a solid understanding of the student and financial systems.

Position Description
Business Intelligence System Analyst (Data Scientist)
Page 2

- Collaborates with key information managers to develop ad-hoc reporting using IBM Cognos, Microsoft Power BI or similar platform.
- In collaboration with senior staff in the Office of Institutional Research the incumbent conducts analytical studies utilizing sound principles of data science and research design and participates in the following areas: data quality assurance, academic planning, institutional accountability, and accreditation standards.
- As a data scientist, develops and assists with the Office of the Institutional Research relational database, extracts data using SQL queries, ensures data integrity, and conducts advanced level of predictive analytics utilizing statistical tests, and machine learning techniques.
- Provides general support for data integration of third-party interfaces utilizing web APIs and/or flat files.
- Troubleshoots data inconsistencies between reports and enterprise applications, guides end users to clean and maintain data.
- Develops a clear understanding of the student and financial data models, and end user reporting requirements.
- Participates in information management activities including data quality standards and master data management.
- Maintains current knowledge of business intelligence best practices and engages in professional organizations, user communities and conferences.

MINIMUM QUALIFICATIONS:

- Education: BA/BS in Data Science, Information Systems, Computer Science, Statistics or related field. Highly proficient in SQL development and database tools and 3-5 years of Professional employment that demonstrates progressive responsibility in database management, data warehousing, reporting, and associated programming languages.
- Experience: Strong knowledge and experience with SQL Server/ Oracle/ Informix, UNIX, file interchange, Microsoft Power BI and identity management.
- Expert in ETL tools, SQL queries, crosstab reports, predictive modeling and database security administration.
- Experience with Tableau, IBM Cognos, SQL Server integration services (SSIS), or similar Business Intelligence tools will be considered as plus.
- Prior experience with student and financial systems will be a plus.
- Strong verbal, written, analytical, project management and interpersonal skills.

Position Description
Business Intelligence System Analyst (Data Scientist)
Page 3

- Demonstrated skills in: Design and management of Relational Database Systems interpreting and summarizing analysis results, conducting predictive analytics, machine learning algorithms, and data mining, Analyzing large complex databases, Statistical analyses and research methodologies.
- Technical proficiency with computers and software packages; demonstrated ability to adapt to new hardware and software.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.