

Analyst, Data Warehouse Programmer

FLSA Status: Exempt

Pay Grade: 21

Job Title ID: 140500

Job Series/Job Family: Effectiveness & Accountability Series / Institutional Research & Effectiveness Family

Reports To

Vice President, Effectiveness and Accountability

Job Purpose

To analyze, develop, and implement complex computer applications and databases in order to meet user needs; document and maintain specified areas of application software; participate and/or coordinate research of new projects and acts as a resource to customers.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Analyzes user needs, determines requirements, and develops and implements software solutions to meet user requirements.
2. Performs complex analytical and technical work in relation to various computer applications, database, websites, and systems
3. Conducts research and resolves problems in relation to processes, and monitors processes to determine areas for improvement.
4. Designs and develops statistical reports and analyses for College-wide use.
5. Develops systematic reporting capabilities, documentation, and web-based sites related to institutional effectiveness.
6. Creates test data, conducts tests, and debugs programs, for either in-house or vendor supplied software.
7. Implements and maintains software application packages and conducts user training as required.
8. Insures compliance with facility standards relating to security and data protection.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Familiarity with administrative or educational software applications, such as Student, Finance, or Human Resources Systems.
- Application/report development.
- Database development.
- Systems analysis techniques and the systems development life cycle.
- Installation, testing, and evaluation processes in relation to new and existing software.
- Current standards in relation to the compliance of security and data protection.
- Project planning and documentation processes and standards

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Analyzing, reviewing and writing applications and programs, based on customer needs and requirements.
- Conducting analysis of customer needs and developing solutions to software challenges.
- Querying and extracting data from large databases.
- Producing data reports from complex data sets.
- Testing, debugging, and documenting software programs.
- Maintaining and modifying existing software applications.
- Providing customer training in relation to new software applications.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software and depending on area of specialization, may include advanced software applications to create reports, query and control languages, network servers, and experience providing technical support for desktop software.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 10 pounds
- Work is performed in a standard office environment.

Work Experience

Required

- Three years related work experience in software development/computer programming, including two years work experience with systems analysis.

Preferred

- One year work experience using SAS Business Intelligence or two years experience using Base SAS.

Education

Required

- Bachelor's degree.

Preferred

- Bachelor's or Master's degree in related field.

Licenses/Certifications

Required

- None.

Other

Required

- None.

Preferred

- Knowledge of programs used in educational institutions and/or data warehousing and data mining.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.