

## Analyst, Database & Reporting

**FLSA Status:** Exempt

**Pay Grade:** 18

**Job Title ID:** 191002

**Job Series/Job Family:** Information Technology Series / Applications Family

### Reports To

Director, Information Technology

### Job Purpose

To provide the leadership of implementing efficient and cost-effective reporting solutions to administrative departments.  
To provide expertise and training to reporting specialists within administrative departments.

### Description of Duties and Tasks

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

#### **Required**

1. Assists in the implementation of selected IT reporting software solutions.
2. Provides expertise in the use of all selected IT reporting software solutions.
3. Provides knowledge expertise in the files and data elements within the administrative database management systems in order to assist departmental reporting specialists with accurate, efficient, and cost-effective reports.
4. Develops and maintains complex administrative database reports.
5. Converts critical existing reports from old or obsolete software into newer, IT-supported reporting software queries and programs
6. Creates and maintains standards and procedural documentation related to reporting solutions.
7. Assists in the evaluation of new reporting software tools.
8. Provides reporting software training to reporting specialists in administrative departments, as well as to IT staff.

### 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**

- High level of knowledge and competency in at least two prominent reporting software tools.
- High level of knowledge and competency with database management systems.

### 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.
- Creating specialized reporting solutions, using multiple files and file pointers.
- Data collection, analysis, and report writing.
- Ability to understand and follow instructions precisely.
- Maintaining confidentiality of work related information and materials.

- Establishing and maintaining effective working relationships

## **Computer Skills**

### ***Required***

- Demonstrated proficiency with reporting software tools.
- Demonstrated proficiency at creating complex reports.
- Demonstrated proficiency with standard office software applications.
- Demonstrated proficiency with database management systems.

## **Physical Requirements**

### ***Required***

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

## **Work Experience**

### ***Required***

- Two years related work experience in developing and maintaining complex reports using current reporting software tools.

### ***Preferred***

- Experience with Entrisik Informer, Crystal Reports, and/or SAS.
- Familiarity with MS SQL Server DBMS.
- Familiarity with UniData DBMS.
- Familiarity with Datatel/Colleague software.
- Experience with technical training.
- Experience in documentation creation and maintenance.

## **Education**

### ***Required***

- Bachelor's degree.

## **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.