Class Code: 3011

PURPOSE OF THE CLASSIFICATION: Under general supervision, is responsible for data management and systems analysis to support enterprise business systems; presents information to stakeholders and other internal/external customers on a regular basis; analyzes performance data to ensure compliance with applicable regulations; provides technical training; and other related assigned duties.

ESSENTIAL TASKS:

- Gathers, analyzes, evaluates, designs, modified and maintains the data collection that informs the objectives of senior leadership
- Undertakes highly technical studies and analyses and provides recommendations, findings, and reports
- Conducts feasibility studies, including evaluation of alternatives for data resources
- Performs complex programming and systems analysis
- In some positions, acts as a lead or provides direct supervision and is responsible for personnel management functions such as staffing, development and performance management
- Gains an understanding of City of Tulsa risks and identifies data analysis approaches and strategies that address the risks
- Prepares both general and specific applications of cost benefit analysis to department operations
- Researches complex data to identify trends and patterns for department leadership
- Works closely with team members to collect information about data analysis needs and approaches
- Provides guidance and training to programming personnel in developing their comprehension and use of higher-level programming concepts, techniques, and languages
- Provides guidance and training to other BI personnel on a variety of subjects, and trains personnel in division procedures, functions and processes
- Uses modeling/programming to perform complex spatial analysis and database queries and solves complex spatial and analytical problems
- Gives input on schema design for data of record as it relates to the department
- Studies current literature on research methodology for domain specific issues and provides appropriate recommendations for improvements in data analysis practices
- Recommends professional training courses to the Data Governance Committee for the continuing education of Business Intelligence Analysts
- Prepares reports to comply with federal regulations, including but not limited to the EEO-4, EEOP, and OSHA reports
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria; **either**:

a. Completion of a bachelors degree from an accredited college or university in science, technology, engineering, math (STEM) field or business-related field; **and,** Five (5) years' experience relevant to the essential tasks listed in this job description;

or

b. Completion of master's degree from an accredited college or university with coursework in science, technology, engineering, math (STEM) field or business-related field; **and,** Three (3) years' experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:
- The use of GIS tools, models, and high-level spatial languages to solve intricate spatial and analytical problems
- High-level programming languages and modeling to automate processes that increase efficiency of operations
- Business practices and mathematics required to perform technical calculations
- Accounting, statistics, and modern business methods, principles, and practices
- Good knowledge of Structured Query Language (SQL) and Extract, Transform, and Load (ETL) processes used to build data warehouses
- Comprehensive knowledge of end user functions
- Considerable knowledge of business and/or organizational systems with an emphasis on statistics, planning, procedures, training, and motivation

Ability to:
- Manage small projects; ability to analyze training needs, plan training programs and provide guidance and training
- Plan, evaluate and coordinate the work of others
- Lead projects to completion with a high level of confidence
- Lead, facilitate and organize with proven project management, leadership, interpersonal and motivational skills

Skill in:
- Moderate skills in public speaking
- Demonstrated skills in leadership, interpersonal relations, and motivation
- Modern business methods, principles, and practices
- Project scoping
- Strong skills in analytics, interviewing, investigating, and grammatical and technical writing

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; may be subject to sitting for extended periods of time, walking, standing, reaching, and handling; and vision, speech and hearing sufficient to perform the essential tasks

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting, and occasionally will require travel to field locations to assist with information technology utilization.

EEO Code: E-02
Group: Clerical and Administrative
Series: Data Processing and Information Services