CLASS TITLE: SENIOR BUSINESS INTELLIGENCE ANALYST

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

ESSENTIAL TASKS:
- Leads efforts to gather, analyze, design, modify and maintain the data collection that guides the objectives of an enterprise performance management program
- Evaluates processes, methods, and tools designed to measure, evaluate, and monitor enterprise performance
- Analyzes and presents data that supports key performance indicators using business intelligence software
- Identifies and evaluates trends and patterns in enterprise operational performance data
- Coordinates with other departments to populate data with information residing in enterprise systems of record
- Works closely with other City personnel to support the systems critical to performance measurement, ensuring that interfaces, infrastructure, and configurations are working properly
- Oversees maintenance processes and testing to ensure business intelligence system functionality
- Coordinates service pack installations, system upgrades, and implementation of new functionality
- Leads the evaluation and design of information systems used for enterprise performance measurement
- Develops training and other documentation for users of enterprise computer systems
- Must report 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: Graduation from an accredited college or university with a bachelor's degree in engineering, chemistry, information technology, geography, business or a related field; and five (5) years of progressively responsible technical experience; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities, and Skills: Comprehensive knowledge of systems and data used in water/wastewater utility operations; considerable knowledge of the use of database, spreadsheet, and technical software such as business intelligence, asset management, maintenance management, Supervisory Control and Data Acquisition (SCADA), Geographic Information Systems (GIS), Financial and/or Human Resources Systems; good knowledge of Structured Query Language (SQL) and Extract, Transform, and Load (ETL) processes used to build data warehouses; good knowledge of mathematics required to perform technical calculations. Ability to gather, maintain, and analyze large amounts of data and interpret trends and patterns; ability to edit, organize and present clearly in verbal or written form findings and recommendations; ability to read and interpret complex plans, reports, and schematics; ability to provide effective instruction in various fields of knowledge; ability to interpret and enforce technical ordinances and regulations; ability to work independently and to recognize, analyze and solve complex business and/or organizational challenges; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; lifting and carrying up to ten (10) pounds; may be subject to sitting for extended periods of time, standing, walking, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's license.

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.

Class Code: 3011
EEO Code: N-03
Pay Code: EX-44

Group: Engineering, Planning, and Technical
Series: Communications Operations, & Maintenance

Effective date: November 15, 2017