

Business Intelligence (BI) Analyst

Position Details

Class Code: 1511

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 63 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for the requirements analysis, configuration, maintenance, and continuous improvement of the Clark County School District's Systems, Applications, and Products in Data Processing (SAP) Business Intelligence/Business Warehouse (BI/BW) software, data warehouse, reports, analytics, dashboards, etc., according to District specifications and standards.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Analyzes business, reporting, and accountability requirements; identifies functional and data sources; develops specifications for BI/BW systems.
2. Coordinates with development staff and functional owners to define, design, code, and develop data stores, cubes, and objects, extractors, transformations, loads, etc., necessary to ensure data integrity and meet information/reporting requirements.
3. Performs integration, and functional/performance optimization testing of BI/BW systems and software.
4. Ensures adherence to standards and best practices for data cubes, loads, and extractors, transformations, interfaces, queries, and process chains.

5. Monitors system operations and performance; works with appropriate systems staff to perform maintenance and tuning, ensuring optimal performance and user experience.
 6. Effectively communicates with customers throughout the analysis and design lifecycle.
 7. Supports the onboarding and training of power users; may provide technical training on appropriate toolsets, standards, and processes.
 8. Prepares and maintains documents, including flowcharts, data diagrams, records, processes, procedures, etc., to communicate functions, sequences, and uses.
 9. Develops test plans (i.e., unit, data, process, user acceptance, etc.) to validate code, processes, and routines; ensures interfaces work as intended to meet customer needs.
 10. Monitors, analyzes, reviews, recommends, and changes code/processes to increase efficiency.
 11. Troubleshoots, identifies, and resolves system problems.
 12. Informs management of project statuses and user needs to promote customer satisfaction.
 13. Researches and keeps current with technological and BI/BW industry developments; adapts to functional and customer demands for new/enhanced systems.
 14. May train customers and staff in applications' operations and uses.
 15. Conforms to safety standards, as prescribed.
 16. Performs other duties related to the position, as assigned.
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Distinguishing Characteristics

Involves all BI/BW Development Life Cycle aspects of an SAP Enterprise Resource Planning (ERP) Central Component (ECC), Supplier Relationship Management (SRM) system, and associated modules, including master data, data objects, cubes, and dictionary, extract transform load (ETL), process chains, object-oriented design/development, functions, interfaces, enhancement/bug tracking, change control, security, workflow, functional testing, quality assurance, configuration management, and technical documentation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of SAP ERP system development/support principles, practices, and/or techniques.
2. Knowledge of enterprise-class computing systems, operations, and capabilities, including centralized, distributed, client/server, and web-based tiered architectures/environments.
3. Knowledge of BI/BW design best practices, principles, standards, technologies, and techniques.
4. Knowledge of relational database design and object-oriented design concepts/principles.
5. Knowledge of basic accounting, statistical, business administrative, school, and office processes.
6. Knowledge and experience in operational analytics and Key Performance Indicator (KPI) metrics.
7. Ability to design, develop, support, and maintain code/processes to ensure data quality and integrity of the BI/BW platform.
8. Ability to design and develop management reporting interfaces (i.e., dashboards, etc.)
9. Ability to read, code, and interpret high-level programming language instructions.
10. Ability to learn operating principles and characteristics of District computer systems.
11. Ability to prepare clear, concise documentation, procedures, reports, and other written materials.
12. Ability to communicate clearly, verbally and in writing, using the English language.
13. Ability to exercise independent judgment within established procedural guidelines.
14. Ability to work under pressure and meet deadlines.
15. Ability to work in an environment where unexpected malfunctions may occur and priorities are adjusted to accommodate customers' needs.
16. Ability to contribute to the unit's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
17. Ability to keep current with technology and applications.
18. Ability to coordinate multiple projects and meet predetermined deadlines.
19. Ability to work flexible hours/shifts.
20. Ability to be on-call for after-hours support.

21. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
 22. Ability to recognize/report hazards and apply safe work methods.
 23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Eight (8) years' experience in data warehousing and intelligence programming analysis, design, and development using SAP BI/BW, NetWeaver, Oracle, and Unix in an SAP ECC and SRM tiered environment; or, Associate degree from an accredited college/university in a related field (i.e., computer science, management information systems, etc.), and six (6) years' professional experience as described above; or, Bachelor's degree from an accredited college/university in a related field, and four (4) years' professional experience as described above.
2. Experience with full implementation lifecycle of SAP BI/BW, including Financial Accounting and Controlling Module (FI/CO), SRM, Materials Management (MM), Sales and Distribution (SD), Grants Management, Funds Management, Personnel Administration, and Personnel Development.
3. Experience building and enhancing SAP BI objects/technologies such as: InfoObjects, InfoCubes, InfoSources, Operational Data Stores (ODS), Data Store Objects (DSOs), Persistent Staging Area (PSA), Aggregates, and Process Chains.
4. Experience with Advanced Business Application Programming (ABAP), Business Add-ins (BADI), Business Application Program Interface (BAPI), Java Connector (JCo), Remote Function Call (RFC), and Users Exist.
5. Experience writing predefined, parameterized reports using SAP BI/BW tools, Business Explorer (BEX), BusinessObjects, or WebFOCUS.

NOTE: Programming language(s), operating system(s), and software application(s) required depend on the current position vacancy, advertisement, or assignment.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Certification/training in SAP BI/BW or SAP BusinessObjects.
 2. Experience designing, developing, and supporting multidimensional data environments for BI/BW purposes.
 3. Proficient in programming language(s), utilities, and software toolsets required for the position.
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Document(s) Required at Time of Applications

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Central Information Systems Department, and travel to/from schools and other District office settings.

Work Environment

Strength

Sedentary/medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment) and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, modems, telephones, fax machines, copiers, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/03/23
- Created: 08/20/10