

**Kansas Board of Regents  
Position Description for  
Business Intelligence Analyst**

**Date:** August 2024  
**Name:** Vacant  
**Position No.:** K0224814  
**Supervisor:** Associate Director for Reporting

**Brief Description of Position:**

The Kansas Board of Regents (The Board) governs state universities and coordinates public community and technical colleges in Kansas. The Data, Research and Planning (DRP) unit at The Board is responsible for the planning, development, and maintenance of a data collection and reporting system for postsecondary data. This system is used to provide decision-making support to the Board's policy development and system coordination roles. In addition, the DRP unit is charged with implementing and maintaining web-based applications, performance indicators, and scorecards required for state, federal, and private grant programs.

The Business Intelligence Analyst will serve as the developer for content within the business intelligence portal and is responsible for reporting structures and quality assurance duties which include analyzing requirements, creating data definitions, designing, developing, and implementing performance reporting, creating data extracts, evaluating data, creating documentation, working with administrators and technical teams, and other duties as directed by the Associate Director for Reporting.

**Position Duties:**

- Logs into system on time and follows instructions, policies, and procedures. Meets productivity standards, deadlines, and work schedules.
- Balances quality of work with meeting deadlines.
- Does not make excuses for errors or problems; acknowledges and corrects mistakes.
- Checks work to ensure accuracy and completeness.
- Respects and maintains confidentiality.
- Maintains an open, approachable manner, and treats others fairly and respectfully. Preserves others' self-confidence and dignity and shows regard for their opinions.
- Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems.
- Asks for and uses feedback to improve performance. Seeks and acquires new competencies, work methods, ideas, and information that will improve own efficiency and effectiveness on the job.
- Knows where and how to access the right data for the assignment. Pursues leads for additional sources of information as needed.
- Under the direction of the Associate Director for Reporting, promotes data warehousing and database design standards that reduce redundancy of human intervention, further sustainable solutions, and adhere to security best practices.
- Analyzes technology trends and participates in discussions for future product development regarding business intelligence tools, software, and techniques.

- Establishes business requirements and rules for use of application, keeping in mind all relevant factors such as target audience, statutory requirements, data limitations, and expected functionality.
- Manages portal project timelines and delivery cycle. Works with unit team members to schedule and deliver reports, refresh reporting views, and perform reliability testing throughout the business intelligence system.
- Designs, builds, and configures interactive business intelligence portals (BI) and collaborates with others in the design and technical specifications necessary.
- Develops and maintains database reporting views using SQL code and updates master file definitions for the business intelligence portals.
- Works independently to design complex queries and data extracts, produce and format formal reports, and create interactive dashboard designs to support decision-making activities of the Board and Board staff.
- Works with the team members to update the standardized catalog of SQL code in a documentation library, showing progressive changes as updates occur.
- Reviews technical specifications for upgrade installations with Information Technology (IT) staff.
- Disseminates project documentation and training to staff on business intelligence design standards and the cycle of business intelligence development.
- Schedules and coordinates software upgrades for the business intelligence software for three environments (development, test, and production).
- Configures software updates and works as a team to resolve issues.
- Exports content to new environments and performs data and functionality testing.
- Complies with change management rules when modifying portal applications.
- Performs necessary remediation to each environment.
- Establishes security roles and privileges for business intelligence users.
- Files technical support tickets with vendor and follows up to resolve issues.
- Tests portals for data reliability, expected user functionality, and adherence to Board style sheets and format guidelines.
- Creates and maintains clear and concise documentation for all installation and configuration procedures.
- Maintains a master catalog of design templates, standardized code, system documentation, and file definitions for business intelligence activities, showing progressive changes as updates occur.
- Updates business intelligence applications by refreshing the database reporting views and master files as indicated in the reporting calendar, ensuring deadlines are met.
- Facilitates and preserves data protection and reliability standards using data validation tables and small cell functions.
- Authors and maintains the library of glossaries and technical notes for use in business intelligence applications.
- Maintains and analyzes resource analytics to monitor customer traffic for web portals.
- Tracks all projects within the project tracker (RedMine) and updates project tickets daily as necessary to log tasks completed.

- Uses approved data checklist and other data integrity methods to ensure accuracy and completeness of business portals and reports.
- Conducts daily and weekly scheduled data validation and portal access checks.
- Participates in vendor-sponsored webinars, user groups, conferences, and other training events to stay informed of software features and changes.
- Performs other duties as assigned by supervisor.

**Supervisory Duties:** No

**Required Qualifications:**

- Bachelor's degree in relevant area from an accredited institution or combination of education, training, and relevant experience.
- 2+ year of demonstrated knowledge of relational database concepts.
- 2+ year of experience using reporting languages such as SAS or SQL.
- Ability to analyze data and reporting needs, design dashboard pages, and create reporting tables and charts using complex queries.
- Demonstrated project management skills and experience with the ability to prioritize, take initiative, and follow through to completion multiple projects simultaneously.
- Superior writing, verbal, analytical, data presentation, and critical thinking skills.
- Ability to work as part of a team as well as individually.
- Ability to multi-task and manage projects effectively.
- Willingness to occasionally travel within and outside the state of Kansas.

**Preferred Qualifications:**

- Master's degree from an accredited institution, with specialization in information systems technology, research, or related field.
- Experience with report development using business intelligence software such as WebFOCUS, Microsoft Power BI, Tableau, Qlik, MicroStrategy, or similar reporting software.
- Experience using statistical reporting tools such as SAS, SPSS, or STATA.
- Experience with web-design languages such as HTML, JavaScript, and/or J-Query.
- Experience working in higher education.