

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

Date: March 16, 2023

Name: Vacant

Position No.: K0224309

Supervisor: Associate Director for Reporting

Brief Position Description:

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 education 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 portals and calculating performance indicators required for state, federal, and private grant programs.

The Business Intelligence Analyst will serve as the system administrator and chief analyst for the business intelligence portals and will be responsible for building and maintaining online portals, dashboards, reports, field-level validation, and database reporting dimensions and structures. Duties may 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.
- Designs, builds, and configures interactive business intelligence portals (BI) and collaborates with others in the design and technical specifications necessary. Acts as lead developer.

- Manages the overall business intelligence project timelines and ensures timely completion of each milestone.
- Manages portal delivery cycle and works with unit team members to schedule and deliver reports, refresh reporting views, and perform reliability testing throughout the business intelligence system.
- Works independently and with a team to design complex queries, data extracts, and to produce and format formal reports which support decision-making activities of the Board and Board staff.
- Identifies and analyzes industry or geographic trends with business strategy implications.
- Establishes business requirements and rules for business intelligence applications considering all relevant factors such as target audience, statutory requirements, data limitations, and expected functionality.
- 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.
- Maintains a master catalog of design templates, standardized code, system documentation, and file definitions for business intelligence activities, showing progressive changes as updates occur.
- Facilitates and preserves data protection and reliability standards using data validation tables and small cell functions.
- Tests portals for data reliability, expected user functionality, and adherence to Board style sheets and format guidelines.
- Authors and maintains the library of glossaries and technical notes for use in business intelligence applications.
- Schedules and coordinates software upgrades for the business intelligence software for three environments (development, test, and production).
- Reviews technical specifications for upgrade installations with Information Technology (IT) staff.
- Downloads, installs, and configures software and works with IT and vendor to resolve issues.
- Establishes security roles and privileges for business intelligence users.
- Exports content to new environments and performs data and functionality testing.
- Performs necessary remediation to each environment.
- Files technical support tickets with vendor and follows up to resolve issues.
- Creates and maintains clear and concise documentation for all installation and configuration procedures.
- Participates in vendor-sponsored webinars, user groups, conferences, and other training events to stay informed of software features and changes.
- Analyzes technology trends and participates in discussions for future product development regarding business intelligence tools, software, and techniques.
- Maintains and analyzes resource analytics to monitors customer traffic for web portals.
- Uses approved data checklist and other data integrity methods to ensure accuracy and completeness of business portals and reports.
- Tracks all projects within the project tracker (RedMine) or other approved trackers and updates project tickets daily as necessary to log tasks completed.
- Disseminates project documentation and training to staff on business intelligence design standards and the cycle of business intelligence development.
- 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+ years of demonstrated knowledge of relational database systems and concepts.
- 2+ years of experience using reporting languages such as SAS or SQL.
- Ability to analyze data, reporting needs, and systems design.
- Ability to create reports using complex query structures by joining multiple tables.
- Work independently with available resources and understand complex materials with broad instruction.
- 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 problem-solving 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, business intelligence, data science, or related field.
- Experience with report development using business intelligence software such as TIBCO WebFOCUS, Microsoft Power BI, Tableau, Qlik, MicroStrategy, or similar reporting software.
- Experience with web-design languages such as HTML, JavaScript, and/or J-Query.
- Experience performing trend reporting and predictive analysis.
- Experience working in postsecondary education.