

DATA WAREHOUSE SPECIALIST 1**Nature of Work**

Under limited supervision, at the full-performance level, performs data processing functions related to the design, development, implementation, maintenance and support of a data warehouse. Works either independently or as a team member to facilitate the goals and meet the information and reporting needs of state agencies. Works on projects involving telecommunications connectivity between the various locations and systems involving links to various federal, state and other external information systems. Uses specialized SQL tools to produce reports from the data warehouse. Creates test reports, conducts test runs and debugs reports. Prepares documentation of work produced. Plans and directs internal and external meetings related to specific reporting requirements. Performs related work as required.

Distinguishing Characteristics

This is full-performance level, technical position where familiarity with the technical infrastructure and the specialized SQL reporting software allows the incumbent some latitude in the preparation and/or assistance in preparing reports and documents. May serve as coordinator for specialized state-level reporting projects. Serves as liaison with state agencies, vendors and elected officials to identify issues, resolve problems, complete assignments and where appropriate, assist in developing policies and procedures.

Examples of Work

Meets with users to determine informational needs and system requirements; discusses hardware/software/telecommunications connectivity options.

Uses specialized SQL tools to produce reports from the data warehouse; creates test reports, conducts test runs and debugs reports; prepares documentation of work produced.

Assists management in establishing information standards and methodology for analysis, design and production of SQL reports.

Ensures that users have followed established reporting standards.

Plans, conducts or assists in group and one-on-one training of reporting software and initial telecommunications connectivity procedures.

DATA WAREHOUSE SPECIALIST 1 (CONT'D)**Examples of Work (cont'd)**

Supports end-users via telephone and/or site visit regarding data warehouse and/or reporting problems.
Attends and may lead user meetings.
Participates in self-study and vendor-supplied courses to improve skills in more complex technical areas.
May participate on a committee or works independently for the review and possible selection of necessary infrastructure and software for agency informational needs..

Knowledge, Skills and Abilities

Knowledge of data processing concepts.
Knowledge of the computer and personnel resources available; the capabilities of the specialized reporting tool, hardware configurations and technical infrastructure.
Knowledge of basic networking, information processing and telecommunications concepts.
Skill in developing reports utilizing specialized SQL tools.
Ability to clearly report activities and identify potential problem areas such as data integrity.
Ability to communicate clearly, both orally and in writing.
Ability to analyze reporting problems and apply technical solutions.
Ability to compile information and interpret technical information for non-technical staff in a user friendly format.
Ability to evaluate and analyze user requests and develop effective work plans for report development and maintenance to meet user requirements.
Ability to present ideas in a clear, concise format.
Ability to maintain effective working relationships with users.
Ability to understand technical manuals.
Ability to develop and perform report design checks which are sufficient to test the thoroughness and accuracy of the report.

Minimum Qualifications

Training A Bachelor Degree from an accredited four-year college or university.

DATA WAREHOUSE SPECIALIST 1 (CONT'D)

Minimum Qualifications (cont'd)

Substitution (1) An Associate Degree in a related field and two years of full-time or equivalent part-time paid experience in report design with one or more current specialized reporting tools may substitute for the required training. **OR** (2) Four years of full-time or equivalent part-time paid experience in report design with one or more current specialized SQL reporting tools may substitute for the required training. **OR** (3) Successful completion of an authorized certification program emphasizing in the capabilities and functionality of the specialized reporting tools may substitute for two years of experience listed in (1) and (2) above.

Established: 9/16/99
Effective: 11/1/99