

**DATA WAREHOUSE SPECIALIST 2****Nature of Work**

Under general supervision, at the advanced level, performs data processing functions related to the 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 systems. Uses specialized SQL tools to produce complex 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 an advanced level, technical position where familiarity with the technical infrastructure and the specialized SQL applications allows the incumbent significant latitude in the preparation and/or assistance in preparing complex reports and documents. Serves as coordinator for specialized state-level reporting projects. Serve 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 and system requirements; discusses hardware/software/connectivity options.

Consults with users to determine specific reporting requirements.

Meets with agency personnel to analyze functions, goals and system problems; develops solutions and documents them.

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

Participates on a committee or works independently for the review and selection of infrastructure software.

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

**DATA WAREHOUSE SPECIALIST 2 (CONT'D)****Examples of Work (cont'd)**

Ensures that users have followed established reporting standards.  
Plans, conducts or assists in-group and one-on-one training of reporting software and initial connectivity procedures.  
Supports end-users via telephone and/or site visit regarding warehouse and/or reporting problems.  
Attends and/or leads user meetings.  
Participates in self-study and vendor-supplied courses to improve skills in more complex technical areas.

**Knowledge, Skills and Abilities**

Knowledge of data processing concepts, databases and computer technology.  
Knowledge of the computer and personnel resources available; the capabilities of the specialized reporting tool, hardware configurations and technical infrastructure.  
Knowledge of distributed systems, information data processing and telecommunications concepts and standards.  
Skill in developing complex SQL reports.  
Ability to clearly report activities and identify potential problem areas to managers.  
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 user community.  
Ability to understand complex technical manuals.  
Ability to develop, design and perform report testing methodologies 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 2 (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.

Experience: Two years of full-time or equivalent part-time paid experience in report design with one or more current specialized SQL reporting tools.

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