

COORDINATOR, BUSINESS DATA WAREHOUSE

DEFINITION

Plans, coordinates, and supervises the development, implementation, and maintenance of a District-wide data warehouse that enables end users to extract and analyze business information using a variety of access technologies; personally performs the more complex data warehouse assignments.

TYPICAL DUTIES

Coordinates and supervises the overall design, development, testing, implementation, and maintenance of a business data warehouse and related decision support systems to meet the business needs of the District.

Plans, organizes, schedules, and assigns business data warehouse projects in accordance with project priorities and deadlines.

Reviews work in progress to assure completeness, accuracy, and adherence to established project plans and requirements.

Conducts functional analysis and evaluation of complex business data to identify solutions for complex business problems.

Analyzes business processes for metrics enterprise data architecture.

Responds to non-routine inquiries from users regarding the use of the data warehouse.

Participates with client users in business information requirement analysis and design sessions.

Identifies opportunities to leverage data warehouse capabilities to address business, transactional, and operational problems.

Designs training materials and conducts workshops on the use of the data warehouse, data analysis, design, management techniques and tools.

Directs the preparation and maintenance of data warehouse documentation, including directories, glossaries, and cross-reference listings.

Evaluates hardware and software options related to the data warehouse.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Coordinator, Business Data Warehouse**, plans, coordinates, and supervises the development, implementation, and maintenance of a District-wide data warehouse that enables end users to extract and analyze business information using a variety of access technologies; personally performs the more complex data warehouse assignments.

A **Data Base Systems Supervisor** is responsible for the integration of data base elements into a common system for the purpose of improving the efficiency of the data processing components related to applications and software systems and programming. An employee of this class analyzes many systems for discrete and common elements and integrates these elements into an operable system which satisfies the needs of all systems while maintaining the integrity of the data of each system.

SUPERVISION

General supervision is received from the SAP/ERP Manager. General supervision is exercised over professional and technical staff assigned to the unit.

CLASS QUALIFICATIONS

Knowledge of:

- Data warehousing technologies such as MS SQL Server, etc.
- Data warehouse concepts and applications including extraction, transformation, load concepts, modeling, cleansing, and query tuning
- Enterprise Resource Planning (ERP) systems such as SAP, Peoplesoft, Oracle, etc.
- Information access strategies
- Multidimensional data modeling and mapping techniques and tools
- Online analytical processing development and tools
- Query and reporting tools
- System development life cycle methodology
- Techniques and methods of business analysis
- Methods and techniques of project management
- Current trends and developments in concepts, methodology and technology related to business warehousing and related fields
- Procedures and standards for systems documentation
- Principles of organization, management, and work simplification
- Principles of supervision and training

Ability to:

- Supervise and coordinate multiple projects of a complex and technical nature
- Solve complex data design problems from an enterprise perspective
- Determine and evaluate sources of data
- Analyze structured and unstructured data, recognize significant factors, relationships and trends and formulate conclusions and solutions
- Prepare effective written communications, reports, and presentations for technical and non-technical staff
- Create clear guidelines and procedures
- Estimates needs for staff and maintain work schedules
- Effectively communicate complex technical concepts in understandable terms
- Provide technical assistance to users and assigned staff
- Establish and maintain effective and cooperative working relationships with all level of District staff
- Establish and maintain a program of training and development for unit and District staff
- Train and evaluate the work of assigned staff
- Meet project schedules and deadlines
- Learn and apply new concepts in data warehousing

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university preferably with a major in computer science, engineering, business administration or a related field.

Experience:

Four years of full-time paid experience in systems development, project management, business analysis, and business data warehouse development in an Enterprise Resources Planning (ERP) System. Experience with a SAP system is desirable. Experience in a technical lead or supervisory capacity is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.

Access to an automobile.