

	Title: Business System Analyst	FLSA Status: Exempt
Position Classification	Job Family: Professional	Benefit Eligibility: All
Description	Pay Grade: 7	
Employee Name (print):		
Employee Signature: (I have received a copy of this job description and my supervisor has reviewed it with me)		Date:
Supervisor Signature:		Date:
Director of Administration Signature:		Date:
Executive Director Signature:		Date:
Date Position Description Last Reviewed: 6/01/22		
Date Position Classification Last Reviewed: 6/01/22		

The following is a composite representation of the responsibilities for the respective job title. It is not intended to cover all possible job requirements or job factors of the titled position. Lines of supervision and reporting are as shown on the organizational chart.

DEFINITION

Under supervision of the Senior Director Administration, this position is responsible for developing complex Business Intelligence reports and dashboards for staff. This position will also be responsible for development of data quality reports and state reporting.

JOB EXPECTATIONS AND ESSENTIAL FUNCTIONS

- Develop complex Business Intelligence dashboards for staff and leadership
- Develop Business Intelligence reports for reviewing quality data.
- Use critical thinking to transform user requests into customized Business Intelligence dashboards and reports.
- Serve as project lead on testing and conversion involving the department's electronic health record Business Intelligence module.
- Develop training manuals, presentations, and training on Business Intelligence.
- Present Business Intelligence presentations to GPCS staff, supervisors, and leadership as well as external contacts to include reports and dashboards.
- Develop internal data process to meet State reporting requirements.
- Work as a project manager with State partners and internal staff to identify State data reporting inconsistencies, develop a plan to make corrections, and execute corrected reporting.
- Prepare work utilizing the technology available at the highest level to maximize efficiencies in updating and analyzing data including SQL report writing.
- Cultivate professional relationships with coworkers, county contacts, and State partners to develop a higher level of understanding related to data quality and possible reporting issues.
- Summarize data in a meaningful way for the target audience.
- Perform project management duties as needed for updating the electronic health record with new modules or improving internal processes to increase staff efficiencies and State reporting.
- Serve as back up administrator for department's electronic health record.

- Serve as primary or back up contact and manages the updates and reviews of the data quality for internal and external reporting.
- Perform other assigned duties as necessary within established policy and procedures.

REQUIREMENTS

EDUCATION

The incumbent must have a bachelor's degree in information systems, computer science, or related field– OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

EXPERIENCE

five (5) years' experience in Information Technology or related field required

LICENSE(S)

None

PRE-EMPLOYMENT

Must submit to pre-hire criminal background check

KNOWLEDGE AND ABILITIES

- Strong knowledge of principles and practices of data quality reviews, project management, and SQL report writing
- Excellent analytical ability
- Ability to exercise sound judgment, and demonstrate resourcefulness in problem solving and conflict resolution.
- Ability to work independently, meet multiple deadlines, take initiative, and make emergency judgments.
- Ability to establish and maintain professional and effective working relationships with County staff and external agencies
- Excellent oral and written communication skills, and ability to prepare accurate and detailed documentation
- Ability to handle emergency situations without direct supervision.
- Ability to work under pressure; set priorities and meet deadlines.
- Ability to access internet and use appropriate technology and applications
- Ability to maintain confidentiality of consumer information.
- Possess great attention to details, ensuring accuracy and completeness of all records and documentation.

Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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ENVIRONMENTAL CONDITIONS

Work environment is primarily an office environment working at a desk. Travels periodically between agency offices and local Government offices. Sitting: 80%; Standing/Walking 18%; Driving: 2% Average Weight Required to lift or carry at any one time: 50 pounds for brief periods of time.