

UNIVERSITY OF ARIZONA
DEPARTMENT OF HUMAN RESOURCES
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

JOB CODE: 73042

TITLE: Data Warehouse Analyst, Principal

IT PAY BAND: B13

FLSA: Exempt

Purpose of Classification:

Coordinates and participates in the creation of data organization models and the development and maintenance of relational data storage structures and tools within the University's central data warehouse. Develops and implements warehouse operational guidelines. Manages large and/or complex data warehouse projects.

Distinguishing Characteristics:

This is the second in a series of two classifications. It is distinguished from the Data Warehouse Analyst, Senior which creates data organization models and storage structures, troubleshoots and optimizes data warehouse software and hardware, creates data sources and provides technical assistance to users.

Example of Duties:

- Coordinates and participates in the analysis of user data, creation of data organization models and development and maintenance of complex data storage structures.
- Coordinates and participates in the development and maintenance of tools to optimize data quality and access. Creates and maintains summary descriptions of all data warehouse elements.
- Develops and implements guidelines for extraction, analysis, transformation, loading, reporting, documenting and naming conventions of institutional data.
- Manages all aspects of large and/or complex data warehouse projects; determines scope and objectives, prioritizes and distributes work assignments and directs technical staff
- Identifies key performance indicators and methods for data warehouse to assist with operational and strategic planning.
- Collaborates with users and negotiates to identify and develop data sources for the data warehouse consistent with business rules and user needs.
- Trains and assists users, managers and technical staff regarding access, use and storage of data and maximizing database design effectiveness.
- Troubleshoots data warehouse hardware and software. Researches and recommends new data warehouse software applications.
- Updates data warehouse systems in response to changes in University or government reporting requirements and other regulations.

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Knowledge, Skills and Abilities:

- Knowledge of relational database software and related hardware.
- Knowledge of data warehousing and modeling, techniques, standards and procedures.
- Knowledge of relational database and query concepts.
- Knowledge of federal, state and local laws and regulations affecting data warehousing operations.
- Skill in managing data warehouse projects.
- Skill in directing the work of technical staff.
- Skill in developing operational guidelines and procedures.
- Skill in collaborating with technical and non-technical staff.
- Skill in researching and analyzing user data and data warehouse systems.
- Skills in organizing and using a data warehouse.
- Ability to communicate effectively verbally and in writing.

Minimum Qualifications:

- Six years of progressively responsible experience analyzing, developing and maintaining a data warehouse, including at least two years of experience leading technical projects and/or teams; OR,
- Associate's degree in Management Information Systems, Computer Information Technology or related field AND five years of progressively responsible experience analyzing, developing and maintaining a data warehouse, including at least two years of experience leading technical projects and /or teams; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09