OFFICE OF THE STATE AUDITOR

REPORTING ANALYST/ DEVELOPER

Posting Number 2015-25

SALARY RANGE (Grade 14) CSA242: $55,720.39 to $83,580.59 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

The Reporting Analyst/Developer is responsible for the timely design, development, and distribution of web based reports, dashboards, and visualizations to OSA business units and executive management. The Developer is also responsible for overseeing the conversion of existing legacy reports. Incumbent is also responsible for the timely design, development, and delivery of specialized reports or data outputs required by the Auditor, Deputies, and Directors. This includes the gathering and documentation of business requirements and technical specifications for each report or class of reports. The position is responsible for the daily administration of the reporting tools and technologies required to support operational reporting needs

Additional responsibilities include assisting with the development of the OSA's Data Warehouse to include basic data modeling, design, and specification documentation. The developer is responsible for the technical components and work related to the acquisition and intake of data necessary to support the development and delivery of the required reports. This position has overall responsibility for the creation and deployment of reporting solutions that align with business needs and processes.

SUPERVISION RECEIVED

Incumbent receives general supervision from the Assistant Director of Development and Special Projects

SUPERVISION EXERCISED

Incumbent may exercise technical supervision over on 1-3 contractors assigned to specific projects

DUTIES AND RESPONSIBILITIES

- Design, develop, document, and deliver operational reports, dashboards and visualizations

- Administer the technical configuration of multiple software applications used in the OSA reporting and data analytic platform

- Advise management on the progress and effectiveness of assigned projects and make recommendations to improve progress as needed

- Using customer expectations as a guide, identify and implement best practices with a focus on determining the most time/cost efficient solution

- Coordinate, plan and supervise the daily activities required for the delivery of operational reporting to various OSA business units

- Document business requirements and technical specifications required to support operational reporting and data analytics

- Manage relationships and foster cross communication between IT and the business units

- Provide data management best practices for data and metadata required to support enterprise reporting

- Design and provide basic data models required to support the proper intake and use of newly acquired data

- Develop and supervise a quality assurance process that reviews reports developed by the business when requested

- Identify, diagnose, and resolve application level issues

- Work with analysts, developers, engineers, and others to fix application defects and issues

- Team with DBA to establish additional data sources and ensure data consistency and availability

- Participate in data warehouse initiatives working with data warehouse administrators to develop data mart models, design specifications, and metadata documentation

- Translate complex quantitative analysis for non-technical staff members

- Ensure compliance with HIPAA and other federally and State required data policies/best practices

- Develop training materials and provide training specific to reporting needs

MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- A Bachelor's Degree plus two years of hands-on work experience in a related industry OR an Associate's Degree, preferably in Information Systems, plus five years of work experience in a related industry OR a combination of formal technical training and a minimum of eight years of appropriate experience

- A minimum of two years of job experience in a similar report development role

- Knowledge and experience with either Cognos Report Development and Business Intelligence tool suite, including Framework Manager, or Information Builders Business Intelligence and Reporting Suite

- Strong SQL skills, including the ability to write queries and develop solutions in SQL and other OSA reporting tools

- Experience with relational and multi-dimensional models

- Strong metadata and presentation layer experience

- High level of both oral and written communications skills including the ability to communicate complex technical information effectively to non-IT staff

- Strong knowledge of the System Lifecycle Development Cycle (SDLC)

- Practical development experience using "Agile" software development methodologies
- Demonstrated ability to meet project deadlines and goals

- Demonstrated ability to build effective relationships across diverse internal and external groups

- Ability to work independently and as part of a team

- Ability to provide knowledge transfer and develop junior staff

PREFERRED QUALIFICATIONS

Demonstrated experience and expertise in the following areas will also be important considerations:

- Background in project management

- Strong documentation skills

***No Phone Calls Please*:**
To apply, please submit an electronic copy of a cover letter and resume, no later than September 9, 2015 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the OSA's Voluntary Self Identification Form, with your resume

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