LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM
UNCLASSIFIED POSITION ANNOUNCEMENT

BUSINESS ANALYTICS SPECIALIST

The Louisiana Community and Technical College System (LCTCS) is now taking applications for one unclassified Business Analytics Specialist position, to be domiciled at the System Operations office in Baton Rouge.

Position Summary:

The Business Analytics Specialist provides ongoing support and development of the reporting and business intelligence (BI) requirements of the organization. This position is responsible for the Cognos platform, reports development, support and enhancement of the BI framework and data structures, and provides training to end users within the LCTCS system. In addition, the Specialist proactively seeks ways to improve reporting and business intelligence platforms and services, and to effectively apply software features to support those needs.

Duties and Responsibilities:

- Designs reports and data structures to meet complex business needs. Prepares detailed specifications from which reports are developed and coded.
- Responsible for leading and facilitating Business Intelligence (BI) projects from a business and technical perspective.
- Oversees the BI development activities in areas of analytics, report development, data mining and related activities.
- Create ad hoc queries using SQL for data requests and auditing needs.
- Create and maintain documentation (e.g., setup documentation, training documentation, user procedures).
- Identify ongoing Cognos user training needs, assist in training plan development, and provide training to end users.
- Performs related duties as required or assigned.

Qualification Requirements:

- Minimum of a Bachelor's degree from an accredited university in a related field plus 3 to 5 years’ experience with Cognos.
- Must have good understanding of data warehousing, web reporting, and executive dashboard concepts.
- Experience developing requirements for analytic reporting solutions based on a variety of users’ needs.
Qualification Requirements contd.:

- Experience developing, deploying and refining prototype reporting systems to support ad-hoc analysis, business process reporting, and refinement of requirements for production systems
- Experience administering Cognos preferred
- Knowledge of Oracle including advanced SQL queries including complex joins, nested logic, and PL/SQL procedures.
- Experience working and communicating with various levels both within and outside an organization including steering committees, technical IT staff, and end-users.
- Experience developing strong customer relations and managing customer expectations.
- Experience building data extraction and transformation mappings with Data Integration/ETL tools, Including implementation of complex business rule conditional logic
- Higher Education experience is a plus
- Experience at working both independently and in a team-oriented, collaborative environment.
- Strong written and oral communication skills.

**Starting salary is dependent upon qualifications, demonstrated skills and experience.**

Applicants for this position should submit a cover letter addressing the duties of the position, resume and the names and contact information of three work-related references to: Assistant Director of Human Resources, Louisiana Community and Technical College System, 265 S. Foster Drive, Baton Rouge, LA 70806, or via email to fkillen@lctcs.edu

Applications will be accepted until position is filled.