Santa Rosa County School District
Job Description
Business Analyst I

Reports To: Assistant Superintendent, ITS
FLSA Status: Exempt
Department: Information Technology Services
Prepared by: Human Resources
Date: January 21, 2020
Job Code: 44231
Range: 22

Preface:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills.

Primary Duties and Responsibilities:

- Collaborates with ITS staff and school/district administrators determine analysis/project requirements.
- Produces analysis/project development plans and estimates completion schedules.
- Effectively communicate and provides written and/or oral progress reports to management and associated district/school personnel.
- Performs complex data analysis and validates accuracy.
- Develops and maintains business analytics/intelligence/dashboards.
- Perform other duties as required or assigned. The omission of specific statements of duties does not exclude them from the position especially if the work is similar, related or a logical assignment to the position, nor does every position allocated necessarily perform every duty listed.

Minimum Qualifications & Skills:

- Graduation from an accredited college with an associate degree plus four years of relevant experience in business analytics/intelligence/dashboards; or graduation from an accredited college with bachelor's degree in Computer Science or reasonably equivalent major plus two years of relevant experience in business analytics/intelligence/dashboards.
- Two years of relevant experience with structured query languages on at least one of the following platforms:
  - PostgreSQL Server
  - Microsoft SQL Server

        o Oracle Database Server
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board will determine what is necessary and appropriate for each position.

Preferred Qualifications & Skills:

- Microsoft Power BI or Tableau.
- Microsoft Excel proficiency.
- Microsoft Windows OS and/or Apple macOS experience.

Physical Demands:

Sit for extended periods. Heavy and moderate lifting and carrying, reaching above shoulder, manual dexterity for testing equipment, good vision, distinguish basic colors, good hearing, walking, standing, bending, stooping. Drive and operate a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary duties and responsibilities of this job.

Terms of Employment:
Approved Compensation Plan
Educational Support Salary Schedule

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff

Supervision Received:

Supervisor/Manager

Supervision Exercised:

Assigned Personnel