

**Southern Illinois University
School of Medicine**

POSITION DESCRIPTION

INCUMBENT _____ **CSN** _____

CLASSIFICATION _____ Financial Analyst / Planner _____

WORKING TITLE _____ Data Visualization Specialist _____ **DATE** 1/3/2022 _____

DEPARTMENT/DIVISION _____ Business Intelligence _____ **FLSA Status** Exempt _____

Function

This position is primarily responsible for developing, implementing, and supporting Business Intelligence (BI) visualizations and reports. The incumbent in this position will provide expertise in transforming raw system data into actionable and insightful visualizations (dashboards), KPIs, and reports in accordance with the goals and priorities of the BI department. This position requires the ability to function in a fast-paced, short-deadline environment. The ability to work in a collaborative manner with both technical and non-technical personnel is essential.

Organizational Relationship

This position reports to the Business Intelligence Assistant Director who reports to the Business Intelligence Director who reports to the Associate Provost for Finance and Administration who reports to the Dean and Provost of SIU School of Medicine.

Duties and Responsibilities

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by action, commitment to the mission and the behavioral standards of SIU Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

75% Development of BI Content

1. Develops, implements, and maintains various data reports, KPIs, and visualizations utilizing the Microsoft Power BI platform tools;
2. Generates specifications and detailed documentation used by self or other staff in the generation of BI content;

3. Performs data analysis through various tools such as Power BI, Excel, or SQL queries, trains others to do same as needed;
4. Performs data modeling and data mapping activities to structure and normalize data based on platform requirements and initiative goals;
5. Works support tickets related to BI content, tools, platform usage, data issues, and other general support issues or questions related to BI and data;

25% Administration & Support

1. Meets regularly with organizational leadership and their designees to determine BI objectives and translates these into actionable KPIs, visualizations (dashboards), and reports for the BI staff to develop and publish;
2. Promotes adoption of BI self-service tools by educating consumers throughout the organization on proper use and interpretation of published content, listens to feedback and incorporates that into the overall BI strategy to enhance usability of BI platforms;
3. Works to enhance organizational data literacy through education of data terminology standards, analysis concepts and methods, and determining actionable data insights;
4. Participates in data governance meetings with a goal to continue to refine and enhance data governance policies and controls, ensures all activities by BI department staff are in compliance with organizational data governance policies, champions same policies to rest of organization;
5. Works close with IT leadership and the IT data operations team to ensure platform tools are in line with BI goals;
6. Works closely with IT data operations team to determine ETL priorities for the organization;

Skills and Abilities Needed for the Position

1. Experience working Microsoft Power BI
2. Experience with advanced Excel usage and capabilities for data analytics
3. Experience with relational databases, query development, and report specification development
4. Knowledge of star-schema data modeling
5. Knowledge of T-SQL query language
6. Excellent written and verbal communication skills as would be needed to communicate in person, by phone, and through e-mail with individuals at all levels of familiarity with reporting systems and industry terminology; ability to evaluate and apply information from the same
7. Adaptability and flexibility to ever-changing business needs and environment
8. Sensitive to the needs of underrepresented minority populations

Minimum Qualifications

1. Any one or combination totaling four (4) years (48 months) from the categories below:
 - A. college coursework comparable to that in a field related to financial analysis/planning such as accounting, business administration, economics, finance, statistics, or a closely related field
 - o 30 semester hours equals one (1) year (12 months)
 - o Associate Degree (60 semester hours) equals eighteen (18) months
 - o 90-semester hours equals two (2) years (24 months)
 - o Bachelor's Degree (120 semester hours) equals three (3) years (36 months)
 - o Master's Degree equals four (4) years (48 months)
 - B. work experience in developing financial or economic analyses, research designs, strategic plans, or data models.
2. Demonstrated professional work experience serving in a Business Intelligence or data analytics role, possessing skilled proficiencies in Microsoft Power BI tools, T-SQL query language and Star-Schema data models

Responsibility

- A. Supervisory Controls – Under the general direction of the BI Associate Director, this position works independently to generate and manage tasks and deadlines. This position manages resources within his/her area to meet departmental/project deadlines and objectives.
- B. Guidelines –This position interprets, adheres to, and implements policies, standards, procedures, and guidelines pertaining to SIU Information Technology, SIU Medicine, SIU School of Medicine, and Southern Illinois University. This position works with the BI Associate Director and/or other organization leadership to formulate, draft, establish, revise, and clarify same as required.

Difficulty

- A. Complexity – This position manages multiple concurrent responsibilities, managing resources to maintain progress and complete projects in a timely manner. Position acts independently to prioritize tasks and adjust resources to ensure successful handling of emergent problems and operational issues. This position is empowered to develop new standards, procedures, and guidelines as needed within scope of responsibility.
- B. Scope and Effect – In emergent situations, this position is empowered to act on behalf of the BI Associate Director to make time sensitive decisions related to the support and operation of assigned applications. This position is directly responsible for managing the support and operation of vital applications, and as such, decisions made by this position may have an immediate and significant impact on SIU Medicine operations.

Personal Contacts

This position routinely communicates in person, by phone, and through e-mail with individuals at all levels of familiarity with clinical systems and industry terminology, both within the organization and without. Contacts include but are not limited to end-users, clinic leadership,

