*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**DUTIES**  Serves as a Business Intelligence Developer in the Enterprise Business Innovation & Analytics (EBIA) Department of the Office of Technology (Office), Metropolitan Washington Airports Authority (Airports Authority). Develops and maintains custom application reporting solutions in Workday to support day to day operation using Workday Report Writer, Workday Report Designer (BIRT). Analyzes and presents data from disparate source systems to implement and integrate business intelligence (BI) solutions using visualization tools such as Qlik Sense.  Performs related functions.

--Participates in the design and development of reports and analytics for SaaS applications such as Workday using tools like Workday Report Writer, Workday Report Designer (BIRT).

--Develops BI applications in an enterprise wide BI framework with user-defined dashboards, ETL platform, self-service and guided reporting, and advanced visualization platforms, such as QlikSense, using in-memory and OLAP resources.

--Conducts user requirement sessions to understand end-user specifications and concerns.

--Understand the legacy reporting requirements and match to Workday reporting capabilities.

--Performs routine and ad-hoc reporting functions to provide managers and business stakeholders with reporting and analytics.

--Helps maintain the existing Oracle Business Intelligence Enterprise Edition (OBIEE 11g Administration) platform.

--Develops advance business intelligence solutions with advanced analytics, Software as a Service (SAAS) BI, online analytical processing (OLAP) tools, and predictive modeling using customer relationship management (CRM) and finance data.

--Participates in data consolidation activities, and performs routine and ad-hoc reporting functions to provide managers and business stakeholders with reporting and analytics, including, monthly operational reporting, financials reporting, and department dashboards using SaaS application reporting tools like Workday Report Writer.

--Ensures that source code is reliably backed up and versioned to prevent disruption to the team while working to complete the stated objectives following the guidelines and standards for coding in-house and ensures that the vendor supplied code is consistent with the established standards.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other members of the Office of Technology, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), vendors, and suppliers.

--Uses a computer and (a) modern office suite software for various applications such as, but not limited to, planning/scheduling, communicating (email), word processing, data manipulation (databases and spreadsheets), charts/graphics and presentations; (b) enterprise systems/software (such as Workday HCM & Financials) to collect, store, manage and interpret data from business activities; and (c) specialty systems/software used in the Office for BI development and other software development functions.

--*Performs related duties as assigned.*

*Critical features of this job are described under the headings below.  They may be subject to change through reasonable accommodation or otherwise.*

## MINIMUM QUALIFICATIONS (MQs)

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A Bachelor's Degree in Computer Science, Engineering, Mathematics, or Statistics providing a strong foundation for success in the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.

2. Three years of progressively responsible experience in reporting and analytics on platforms such as (a) Workday, (b) QlikSense or (c) OBIEE.

   Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to one of these three years of experience (MQ 2) on a week-to-week basis provided the education and training provide evidence of the knowledge, skills and abilities required by items 2(a).

## PREFERRED QUALIFICATIONS

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

1. A Master's Degree in Computer Science, Engineering, Mathematics, Decision Science, or Statistics.

2. Experience working with Workday Report Writer, Workday HCM/Financials and Oracle ERP data.

3. Familiarity with (a) advanced predictive analytics using R, Spark, (b) big data analytics tools, (c) Informatica.

## KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority-specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of operational reporting in applications such as Workday.

2. Knowledge of enterprise BI programs to develop BI applications using visualization analytics utilizing tools, such as QlikSense.

3. Knowledge of current database management systems used by the Airports Authority, such as ORACLE and Microsoft SQL Server, and BI solutions such as OBIEE.

4. Knowledge of enterprise data warehouse, data integration and transformation, data analysis, data mapping, and data validation to obtain optimal data and translate it into meaningful and actionable information to support business in decision making.

5. Knowledge of enterprise Dashboard design to develop a secure role based dashboard portal.

6. Skill in problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems, identify relevant information, and make balanced recommendations and decisions. Examples include analyzing data, identifying areas of improvement, and designing effective solutions and developing relevant metrics for tracking process efficiencies or developing methods for data driven decision making.

7. Interpersonal skills to interact effectively with business contacts in a business like, customer service-oriented manner.

8. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand. This includes the ability to encourage oral communication by others such as senior leadership, business stakeholders, and project managers. Examples include presenting technical information, advice, findings, and recommendations to both technical and non-technical audiences during meetings and presentations.

9. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand, and concerning some issues, be convinced or persuaded. Examples include reviewing the written work of others, such as reviewing sprint backlogs and issue logs and preparing status reports and documentation for new processes, policies, and procedures.

10. Skill in using a computer and modern office suite software for various applications such as, but not limited to, planning/scheduling, communicating (email), word processing, data manipulation (databases and spreadsheets), charts/graphics and presentations; (b) enterprise

systems/software (such as Workday HCM & Financials) to collect, store, manage and interpret data from business activities; and (c) specialty systems/software used in the Office for BI development and other software development functions.

**RESPONSIBILITY** Is responsible for ensuring the BI tools provide value to the Airports Authority by implementing BI solutions including operational reporting, visualization, and dashboard that help guide data driven decisions.  Work supports the strategic goals of the Airports Authority to understand and analyze business performance and realize new business opportunities.

Reports to a Program Manager in the EBIA Department (Supervisor).  Most work flows to the incumbent as a result of assigned functions and established work processes. The Supervisor provides broad objectives and policy guidance for recurring assignments and, in consultation with the incumbent, brief instructions and time frames for special projects. Most work is accomplished independently but requires collaboration with colleagues. The incumbent collaborates with and keeps the Supervisor informed and typically elevates only highly complex or highly sensitive issues for assistance in resolution.  Work is typically reviewed in terms of quantity, quality, timeliness, customer service, teamwork adherence to guidelines, and other factors including performance evaluation goals and measures.

Guidelines and references include Office policies, procedures, and standards (e.g. Office of Technology Standards, Change Management Process, Root Cause Analysis Procedure, Technology Advisory Committee Project Submittal Procedure, Electronic Communications System Policy, and Enterprise Technology Management Policy, etc.); Information Technology Infrastructure Library (ITIL), PMO best practices, etc.  The incumbent uses seasoned judgment to adjust and apply guidelines to particular situations and to develop new analytics standards, procedures, and processes and present them to Supervisor.

**EFFORT** The work is primarily sedentary, but requires moving about to obtain work information.  The incumbent may sit for extended periods while performing desk work. Regularly uses a computer, a telephone and other office equipment.  Typically exerts light physical effort in opening/closing file drawers, retrieving files and otherwise moving about. Regularly reviews computer screens, printouts, contracts, and regulations containing small print.

**WORKING CONDITIONS** Works primarily in an adequately lighted, ventilated, and temperature controlled office and conference rooms.

**OTHER SIGNIFICANT JOB ASPECTS**  None.