

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

DUTIES This is a non-career term job at the Metropolitan Washington Airports Authority (Airports Authority). Serves as a Business Intelligence Specialist, Analytics in the the Enterprise Business Innovation & Analytics (EBIA) Department of the Office of Technology (Office). Participates in and drives analytics strategy; develops and maintains applications to analyze data from disparate source systems to implement and integrate Business Intelligence (BI) solutions for the Airports Authority. Performs related functions.

--Participates in the design, development, and implementation of strategic data initiatives, such as enterprise data warehouse (EDW), master data, data governance, data quality, meta data management, and data marts. Assists the EBIA Director with daily information management and BI operations, including maintaining the (a) existing Oracle Business Intelligence Enterprise Edition (OBIEE 11g Administration) platform, (b) Catalog Administration, (c) OBIEE 11g Security with Lightweight Directory Access Protocol (LDAP)/Secure Sockets Layer (SSL), (d) Oracle BI Publisher, and (e) other Oracle BI Application module reporting tools such as ORACLE BI APPS or NOETIX VIEWS/ANALYTICS.

--Conducts user requirement sessions to understand end-user specifications and concerns. Participates in Joint Application Development (JAD) sessions to present strategic data initiative designs with advanced analytics, Software as a Service (SAAS) BI, Online Analytical Processing (OLAP) tools, and predictive modeling using Customer Relationship Management (CRM) and ERP data.

--Implements program standards, policies, and procedures to support the Airports Authority-wide metadata, data warehouse administration, and information program. Provides technical assistance and advice concerning data management and design to the application development and Enterprise Architecture (EA) project teams, the client community (Airports Authority end-users, business stakeholders), and Office staff.

--Designs and extends BI applications to redefine and/or enhance the existing implementation of OBIEE into an enterprise wide BI framework with user-defined dashboards, ETL platform, self-service and guided reporting, and advanced visualization platforms, such as Tableau and Qlikview, using in-memory and OLAP resources.

--Creates and maintains documentation of the BI technical landscape. Designs and implements relational, multidimensional, and tabular data models as required. Develops ETL approaches that ensure the proper integration of data and information management. Helps to define the overall data warehouse architecture, to include, but not limited to, defining the ETL process, Operational Data Store (ODS) system, EDW, and data marts with team members.

--Participates in data consolidation activities, and performs routine and ad-hoc reporting functions to provide Office managers and business stakeholders with reporting and analytics, to include but not limited to, monthly operational reporting, financial reporting, and department

dashboards using BI reporting tools. Drives BI operations by collecting data and translating it into meaningful and actionable information for making strategic business decisions.

--Prepares and presents strategic and day-to-day operational analytics, such as location intelligence with geographic information system (GIS) and spatial data, to senior Office managers and business stakeholders to drive changes in business practices, metrics, and performance.

--Ensures that source code is reliably backed up and versioned to prevent disruption to the team while working to complete the stated objectives. Develops 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 ERP) 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 six years.
2. Eight years of progressively responsible experience in BI, Data Warehousing, and the Data integration domain, including (a) experience in leading a BI platform (e.g. OBIEE, or Microsoft); and (b) experience in developing analytics using advanced visualization tools (e.g. Tableau, Qlikview, etc.).

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two of these eight 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) through 2 (b).

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 ERP Oracle Data.
3. Location Intelligence with GIS and spatial data.
4. Experience in (a) advanced analytics, (b) Software as a Service (SAAS) BI, (c) OLAP, and (d) predictive modeling using Customer Relationship Management (CRM) and ERP data.

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 corporate BI programs to design and extend BI applications using a framework such as (a) OBIEE BI platforms and (b) data warehouse and information visualization (Noetix) analytics utilizing tools, such as Tableau and Qlikview.
2. Knowledge of designing, developing, and implementing enterprise information strategy, enterprise data warehouse, master data management, data integration and transformation, data analysis, data mapping, data governance, and data quality to obtain optimal data and translate it into meaningful and actionable information for making strategic business decisions.
3. Knowledge of current database management systems used by the Airports Authority, such as ORACLE and Microsoft Structured Query Language (SQL), and data warehouse solutions operating within the Oracle ERP environment, (a) including OBIEE 11g Administration, (b) Catalog Administration, (c) OBIEE 11g Security with LDAP/SSL BI Publisher, and (d) other Oracle BI Application module reporting tools to centrally manage and analyze data originating from disparate source systems including ORACLE BI APPS or NOETIX VIEWS/ANALYTICS
4. Skill to analyze data and established procedures within the organization to apply technology principles, methods, and practices to lead staff and contractor personnel in developing,

maintaining, and enhancing the Airports Authority-wide information management program, which includes data architecture and data governance activities.

5. 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.
6. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes the ability to work well with individuals throughout all levels of the Airports Authority. Examples include collaborating with all levels within the Office and the various business stakeholders to define and implement solutions and measure delivery results.
7. 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.
8. 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.
9. Skill in using a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, prepare and develop reports, and perform research (Internet use, as in searching for performance information and keeping up with technology); (b) enterprise systems/software (such as ERP) 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 and executing data and analytics strategies 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 the Manager, Data and Analytics (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 specific performance management requirements.

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 recommend or develop new data and analytics policies, 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.