

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Data Warehousing Administrator		Class Code: 001BE1
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 11-25-14
	Summary: Incumbent works as an agency administrator carrying out a wide variety of the most advanced technical computer systems duties.		

Duties:

- Coordinates the data administration's technical function for both data warehouse development and maintenance;
- Plans and oversees the technical transitions between development, testing and production phases of the workplace;
- Facilitates change control, problem management and communication among data architects, programmers, analysts and engineers;
- Establishes and enforces processes to ensure a consistent, well-managed and well-integrated data warehouse infrastructure;
- Expands and improves data warehouse to include data from all functions of the organization using data manipulation, transformation and cleansing tools;
- Confers with management of unit to assist in planning, organizing and controlling activities of assigned area;
- Researches and analyzes problems and needs of user agencies and divisions to define data processing requirements, establish priorities and monitor progress;
- Works with personnel of user agencies for maximum computer utilization;
- Prepares project feasibility studies;
- Monitors completed systems and visits user departments to ensure that systems are operating properly and established procedures are properly followed;
- Researches new techniques and technical developments to enhance data warehousing environment;
- Provides guidance and training for lower-level staff, including helping develop difficult and complex programs;
- Performs related duties as required.

Job Requirements:

- Extensive knowledge of data warehouse design, programming techniques and related software, such as ETL (Extract, Transform, Load) and data cleansing tools;
- Extensive knowledge of computer hardware and software capabilities and limitations;
- Extensive knowledge of system analysis and design principles and techniques;
- Extensive knowledge of computer programming, including the ability to write complex computer programs, macros, sub-routines and utilities in a variety of languages;
- Extensive knowledge of the most recent technical developments in the data warehousing field;
- Extensive knowledge of mathematics and statistics;
- Ability to perform logic analysis;
- Ability to apply theories, principles, and advanced methodologies to system design and development;
- Ability to read and understand complicated technical manuals on programming and systems analysis;
- Ability to guide and coordinate the work of others;
- Effectively communicate, both orally and in writing.

Difficulty of Work:

Incumbent applies general agency guidelines in developing computer systems for the data warehousing area using judgment in selecting those techniques and procedures most pertinent. Hardware and software problems faced are of a non-routine nature and require in-depth analysis and application of advanced logic to reach a solution which may be unique in the field of data warehousing.

Responsibility:

Incumbent works as a technical specialist in the data warehousing field being responsible for developing computer systems for a variety of agencies and program areas following a general outline of objectives and desired results from user agency personnel. Works with minimum supervision and makes many individual judgments in achieving general goals. Work is reviewed for compliance with policy, conclusions and final results. Incumbent's contribution may have a significant impact on the policies and practices of the information technology division and/or the decisions made by management.

Personal Work Relationships:

Contacts are with information technology staff within and outside the agency and department for the purpose of facilitating communication of requirements and responsibilities for systems under development or evaluation. Incumbent communicates with the public concerning data input and output. Incumbent is involved in cooperative problem solving in highly sensitive and disputed situations.