![Youngstown State University logo]

CLASSIFICATION SERIES:
N/A

BARGAINING UNIT:
ACE

Data Reporting Analyst

SERIES PURPOSE: The purpose of the Data Reporting Analyst occupation is to provide technical support for selected modules of the university's enterprise software. Incumbents deploy a mix of solutions that includes third-party software to create an effective systems architecture to support client needs.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of enterprise software in order to complete technical tasks, communicate and coordinate between customers and outside vendors, and initiate process improvements to support client needs.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Works directly with users, either independently or in lead role; provides systems analysis for enterprise resource planning (ERP) solution and other business applications; meets with functional and technical staff to determine information needs; performs requirements analysis and determines feasibility and cost benefits of proposed systems and enhancements including estimates of time, cost, supplies, and personnel; develops detailed specifications.

Designs, develops, and maintains reports supporting the university's ERP solution, custom applications, reports, and interfaces for secure access; develops solutions in compliance with established standards utilizing supported development tools, languages, data structures, and methodologies; provides training, consulting, and technical assistance; develops and maintains technical and functional documentation.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: computer science; computer systems analysis and design; high level language computer programming; computer hardware systems.

Effective 11/05/2024

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Skill in: operation of computer terminal and peripheral equipment.

Ability to: interpret variety of technical computer manuals and documentation; write programming specifications and system documentation; communicate verbally on technical and non-technical matters

(*) Developed after employment.

MINIMUM QUALIFICATIONS: At least an Associate degree in computer science or a related field and a minimum of one year of experience in writing and/or modifying, testing, and debugging a full range of computer programs using high-level and assembler languages and/or in system analysis or design.

PREFERRED QUALIFICATIONS: A Bachelor's degree in computer science or a related field; knowledge of high-level computer programming languages, frameworks, and software specific to web-application development; LINUX and Windows skills; demonstrated skill with application frameworks including Groovy and Grails; working knowledge of Banner/Oracle ERP software environment.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: Not applicable.

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform light work.

LIGHT: work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects, requiring: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight or the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.)

UNUSUAL WORKING CONDITIONS: Not applicable