

STAR Analytics Business Data Specialist
(STAR Office Working Title)

IS Business Automation Specialist
(HR Classification Title - 13361)

POSITION SUMMARY:

Under the general supervision of the STAR (State Transforming Agency Resources) Office Data & Analytics Section Chief, the Business Data Specialist champions and performs advanced level work to progress and deliver data and analytic solutions to agencies across the State of Wisconsin enterprise. Position provides leadership in the discovery of data & analytic requirements, business analysis, and project management best practices.

The Business Data Specialist collaborates with business partners at all levels of the organization in their data-driven journey. The position possesses sound business acumen in ERP (or similar) and collaborates with STAR Office ERP subject matter experts to ensure stable requirements are achieved.

The incumbent oversees data discovery scope, requirements, and timelines. This position leads cross-functional teams comprised of business partners and developers. This position manages the data discovery process to include discussions with business partners, project scope/timelines. Collaborates with Section Chief on communication strategies.

Collaborates with Section Chief on scope of data subject areas and leads proof-of-concept, process improvement, and strategic projects. The incumbent has proven business acumen, attention to detail, and a keen ability to draw correlations, navigate uncertainty, and boil-down key business factors into data intelligence solutions.

The Business Data Specialist oversees and guides the user acceptance testing strategy with business partners.

GOALS AND ACTIVITIES

60% GOAL A: Guide the data requirements discovery process.

1. Coordinate and facilitate the development of requirements and discovery process from intake to solution delivery.
2. Analyze source system functionality and database objects to translate data requirements into meaningful business rules.
3. Collaborate with STAR operational teams on business rules and data relationships.
4. Collaborate with STAR Analytics front end developer on effective data visualization designs that accommodate discovery requirements.
5. Collaborate with STAR Analytics data integration developer on the translation of data discovery requirements into technical specifications.
6. Lead data quality assurance for solutions including overall test strategy, test plans, and issue tracking via Jira.
7. Assist in the creation of training materials and data dictionaries.
8. Negotiate changes in scope and timelines with Section Chief and business partners.

30% GOAL B: Oversee project management process and components.

1. Under direction of the STAR Analytics Section Chief, execute the project roadmap through prioritization and addressing the backlog.
2. Collaborate with Section Chief on development methodology.
3. Oversee functional and technical resources to ensure successful project completion in accordance with given project's scope and objectives.
4. Monitor progress of project and use sound judgement when negotiating scope and timelines.
5. Monitor tasks and dependencies to maintain a clear path to success.
6. Manage and escalate issues, risks, and blockers that impede the solution.
7. Establish and maintain strong working relationships with agency leaders and STAR Functional subject matter experts to deliver enterprise-wide projects.
8. Collaborate with Section Chief on status communications to STAR leadership and business partners.

10% GOAL C: Ambassador and champion for data-driven culture.

1. Promote a data-drive culture through passion and innovation.
2. Assist STAR Analytics Section Chief in streamlining data requirements discovery process to capture business needs.
3. Stay current and knowledgeable on best practice trends utilizing cloud technologies and advanced data intelligence techniques.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Experience in gathering and documenting requirements, designing solutions, leading test plans, and implementing solutions to ensure deliverables are achieved.
2. Experience in project management principles, methods and best practices to develop project plans, define milestones, drive schedules, garner estimates, and plan resource assignments.
3. Ability to assess the effectiveness and evaluate the feasibility of new data and analytic solutions and services.
4. Proven experience in recommending and guiding business partners on complex data issues.
5. Independently resolves conflicts and problems through the skilled application of theoretical and practical knowledge of the business area.
6. Knowledge of data management concepts including data quality, data governance, data literacy, data warehousing, and data integration.
7. Advanced skill with developing & leading test strategy plans.
8. Familiarity with data security and data privacy considerations when handling PII data.
9. Knowledge of data governance practices including data usage and stewardship.
10. Excellent written and oral communications skills in developing and maintaining effective working relationships.
11. Possess keen business acumen to transform data and analytic requirements into meaningful key performance measures and insights.
12. Proven ability to analyze facts and apply sound judgment in decision-making.
13. Knowledge of PeopleSoft Financial Supply Chain Management and Human Capital Management software solutions or similar ERP solutions preferred.
14. Ability to read and write SQL.
15. Experience with relational database concepts and applications
16. PMP Certification preferred.
17. Knowledge of agile project management techniques preferred.
18. Ability to evolve functional data and analytic requirements into technical specifications.
19. Participate in production support of analytic solutions.
20. Skilled in MS Office products including Visio.