

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Senior Data Solutions Manager (49303331)	Job Family: Information Technology	Job Family Zone: Specialist
Position Number:	Department Name: ITS	SAP Organization Unit Number:
Employee's Name:	Date of Last Update: 5/3/2018	Title of Supervisor: Assistant Director Institutional Research
SAP Personnel #:	Last Updated By: Human Resources	Name of Supervisor: Vanessa Roof

Position Summary

Responsible for implementing the technical solution of institutional strategic data and planning initiatives. This position will provide direction and guidance in how data is integrated together, both from our source SAP and NeSIS systems, as well as other unstructured data that is needed to meet the needs of the University of Nebraska.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<p><i>Data Solutions Management & Technical Responsibilities</i></p> <ul style="list-style-type: none"> Manage the integration of source data into an integrated repository by facilitating the development and design of the overall data architecture. This process will include an analysis from a variety of data sources with a strong emphasis on providing actionable insights, based on a clear understanding of business objectives derived from campus stakeholders. Confirm documentation to include database structures, reports, processes, data dictionary and project planning. Designate team resources for warehouse management and implementation. Work closely with Assistant Director Institutional Research to implement the strategy and vision that will meet the organizational needs of the Executive leadership and key stakeholders. Provide ongoing project plan/status reporting for customers and management. Other duties as assigned. 	50	*
<p><i>Customer Support</i></p> <ul style="list-style-type: none"> Communicate and monitor customer requirements, successes and critical processes to ensure customer success, supporting the goals of the University of Nebraska. Work closely with campus stakeholders to strategically understand data needs and business rules to ensure reporting structures meet those data needs. 	45	*
<p><i>Continuing Education</i></p> <ul style="list-style-type: none"> Attend internal and external training sessions and conferences as needed to stay current on latest trends and technologies Regular review and incorporation of industry and technology best practices related to web development, database administration, and security. 	5	

Zone Definition Factors

Nature/Complexity of Work

Complexity of work is high. Design of conceptual data models and integration of separate solutions into these models requires a great deal of planning and coordination. Currency of technical skills is vital in order to react quickly to changing reporting needs and technology. Position requires competence to manage multiple projects, involving various people and positions, with multiple sponsors and diverse technology and goals.

Problem Solving/Decision-making

Position requires in-depth analysis of business processes and developing potential technical solutions at both a strategic and operational level and then developing and managing some solutions utilizing PMO. Decisions often must be made quickly in order to meet aggressive customer demands.

Strategic Impact

The success of data warehousing and analytical insight to deliver information for decision-making purposes is vital to the interests of the University of Nebraska. Errors in the work performed may result in university systems and programs being detrimentally impacted and/ or disabled and potentially impacting hundreds of end-users.

Know How

Essential skills and experiences include: ability to plan and manage the day-to-day activities of projects and project staff; the ability to independently problem solve and analyze situations and issues exhibiting flexibility when unexpected circumstances arise; outstanding oral and written communication skills including the ability to translate complex issues into information that is concise and understandable; strong interpersonal skills; Superior time management and follow through skills; ability to multi-task and prioritize work to meet project due dates; Respond effectively to controversy and unexpected circumstances; good judgment and strong customer service skills; a professional attitude and demeanor with an understanding of the organization and its processes and protocols, particularly as they pertain to customers.

Requires knowledge of relational database administration, data warehouse modeling techniques, database programming, data transformation tools and how to utilize various reporting tools in the environment.

Technical Know How

Ability to convert customer requirements into data requirements, use relational and OLAP technologies and supporting data warehouse products and processes, specifically database administration, ETL processing and tool connectivity. Ability to use Microsoft Excel and Microsoft Access to query relational databases is required. Familiarity with conceptual data modeling and physical database design. Must have working knowledge of how to create and maintain data extraction programs and processes from various source systems. Microsoft Word, Excel, and PowerPoint are used regularly to prepare data definitions, process documentation, customer communications, and informational presentations.

Leadership

Serves as a role model, a department resource, and a mentor through leading by example; is able to identify and work through obstacles that reduce department efficiency or effectiveness; serves as an advocate for the interests and needs of the unit; fosters an optimal working environment that recognizes all the successful contributors in the department, and uses participatory decision making and encourages others to take initiative and reach their full potential.

Interactions

Interactions are required across the University system. Communication is required with technical and business areas at the campus level; ability to deliver presentations to customer community and administrators required periodically. Ability to work effectively in a professional manner with sensitivity and diplomacy for people at various levels within an organization (technology staff, business stakeholders, end users, management) and others outside the organization. Must have the ability to work as a member of team, as well as independently, in a complex higher education environment, and with respect for confidential and sensitive information. Must be able to succeed in a collaborative and diversified team environment.

Supervision

This position receives general guidance and limited **Supervision*** from the Assistant Director of Institutional Research. This position exercises functional supervision over project team members.

Minimum Qualifications LEVEL OF EDUCATION, YEARS & TYPE OF EXPERIENCE:

In addition to the Know How listed above, this position requires a Bachelor’s degree in Computer Science, Management Information Systems or related field and 7 years of experience in data management to include a minimum of 3 years in data modeling and a minimum of 4 years in database administration in a warehouse environment. Demonstrated competency with Oracle and/or Microsoft SQL Server database is required. Demonstrated proficiency with reporting tools, e.g. Microsoft BI, or Tableau is required. An equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

Preferred Qualifications

Experience in Higher Education.
Experience leading a team.

Physical Requirements

General Physical Requirements: Indicate the appropriate response for an eight hour day:

	Circle the appropriate number of hours									<i>Indicate intermittent or constant</i>	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant
Sit	0	1	2	3	4	5	6	7	8	_____	X
Stand	0	1	2	3	4	5	6	7	8	X	_____
Walk	0	1	2	3	4	5	6	7	8	X	_____
Drive Motor Vehicle	0	1	2	3	4	5	6	7	8	_____	_____

Explain

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X	_____	_____
Bending	X	_____	_____
Kneeling	X	_____	_____
Reaching	_____	_____	_____
Overhead	X	_____	_____
Forward	X	_____	_____
Low	X	_____	_____
Twisting	X	_____	_____
Crawling	X	_____	_____
Climbing	X	_____	_____
Ladder	_____	_____	_____
Stairs	_____	_____	_____
Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

Indicate letter in appropriate Space:	LIFT=L Less than 2 hrs daily	CARRY=C Up to 2 hrs daily	PUSH=P Between hrs daily	PULL-PL 2-5 Over 5 hrs daily
11 - 24 lbs	L	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

RIGHT LEFT BOTH

Keyboarding	_____	_____	X
Filing	_____	_____	_____
Other Explain:	Use of routine office equipment		

5. THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

_____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

_____ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

X Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

_____ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

X Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

_____ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

<i>Summary:</i>	<i>Zone Assignment= Specialist</i>	
<i>Authorization:</i>	<i>Name:</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Sheryl Gartner</i>	<i>05/03/2018</i>
<i>Supervisor:</i>	<i>Vanessa Roof</i>	
<i>Administrator:</i>		