Performs data analyses and assists in interpretation of results using a variety of techniques to support business practices. Works with management to obtain and identify analytical requirements. Provides recommendations and conclusions gained from analyzing data using statistical methods and tools. Researches best practices, develops benchmarks, and provides dashboard metrics to management leadership. Develops a variety of reporting tools for distribution. Ensures data accuracy. Provides input into decisions affecting business operations and strategic initiatives. Has responsibility for business-to-systems analysis and problem-solving analysis of complex management reporting and business issues. Provides guidance to other business analysts on all phases of data modeling, design and analysis. May lead staff or student workers, as assigned.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Performs data analyses and assists in interpretation of results using a variety of techniques to support business practices. Works with management to obtain and identify analytical requirements. Researches best practices and develops benchmarks. Produces data collection methods (e.g., surveys, tests, etc.), and develops tools and processes to support analyses. Analyzes results, reviews data for anomalies, investigates to identify and determine cause, and corrects data inaccuracies and inconsistencies as necessary. Provides recommendations and conclusions gained from analyzing data.

Has responsibility for business-to-systems analysis and problem-solving analysis of complex management reporting and business issues. Utilizes statistical and quality management principles to report and initiate operational/business practices changes.

Generates summary and specified dashboard accounts which represent operational data in brief and intelligible format, suitable for the target audience, such as executive leadership, department managers and supervisors and other analysts.

Provides business data trend information to support recommendations for action. Collaborates with management on matters of best practices, appropriate statistical measures and benchmarking. Provides management with suggestions, as appropriate.

Carries out quality assessment of data, data reports and the accompanying decisions.

Conducts analysis of findings and offers action-driven recommendations and insights to executive leaders and managers on the basis of results.

Provides recommendations for decisions affecting business operations and strategic initiatives.
Provides guidance and assistance to business analysts, as needed. Reviews work of other analysts. Provides guidance and direction to staff and/or student workers related to business data analyses duties, as needed.

Performs trend and benchmarking analyses. Conveys such information to executive leaders.

Maintains currency with industry data analyses techniques, standards and related technologies.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>M</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor's degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 years

**Minimum Field of Expertise:**

Direct knowledge and experience in data modeling, data warehousing and reporting. Project management experience for complex projects. Demonstrated organizational, critical thinking, interpersonal, planning, problem solving, and business analytical skills. Able to work at a high functional and technical level.

**Preferred Experience:**

5 years

**Preferred Field of Expertise:**

Bachelor’s degree in disciplines such as statistics, economics, mathematics, accounting, business, computer science, information science or management information science. Expert knowledge of Data Warehousing methods (e.g., Kimball) and Relational and Analytical data structures (RDBMS, OLAP etc.). Impressive experience in designing managerial level presentations and reports. Outstanding skills in finding resolution to complicated problems while performing independently in a multifaceted environment.

**Skills: Administrative:**

Coordinate work of others

Gather data
Input data
Presentation slide creation (e.g., Keynote, PowerPoint)
Prioritize different projects
Research information
Understand and apply policies and procedures
Use computer packages to prepare graphics
Use computerized spreadsheets
Use database and/or word processing software

Skills: Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Statistical analysis

Skills: Technology:
Business requirements tools and techniques
Change management
Database administration and management
Database design tools and techniques
Database programming

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Photocopier

Supervises: Level:
Leads employees performing similar work on a project basis.
May oversee student, temporary and/or resource workers.

SIGNATURES:
Employee: ____________________________ Date: ____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer